DEVELOP

Dynamic balance

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User Manual

ineo 163/213

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1 Introduction

1 Introduction

Thank you for choosing the ineo 163/213.

This user manual describes the functions, operating procedures, precautions, and basic troubleshooting for the ineo 163/213.

Before using this machine, be sure to read the user manual thoroughly in order to ensure that you use the machine efficiently. After you have gone through the user manual, store it in the holder and keep it handy at all times.

Note that some of the illustrations of the machine used in the user manual may be different from what you actually see on your machine.

1.1 Energy Star®

Energy Star® partner

As an Energy Star® partner, we have determined that this machine meets the Energy Star® guidelines for energy efficiency.

What is an Energy Star® product?

An Energy Star® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An Energy Star® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

1.2 Trademarks and registered trademarks

Netscape is a registered trademark of Netscape Communications Corporation in the United States and other countries.

Novell and Novell NetWare are registered trademarks of Novell, Inc. in the United States and other countries.

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Adobe, the Adobe logo, Acrobat and PostScript are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Ethernet is a registered trademark of Xerox Corporation.

PCL is a registered trademark of Hewlett-Packard Company Limited.

All other product and brand names are trademarks or registered trademarks of their respective companies or organizations.

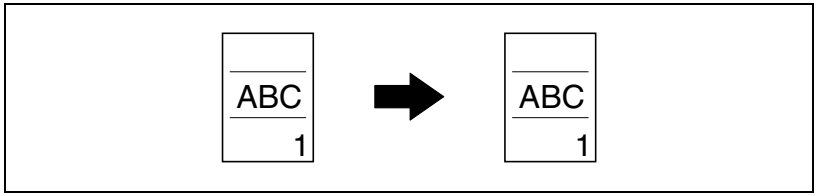
1.3 Available copy features

The main copy functions available with this machine are listed below. For details on their operation, refer to the pages indicated.

Copying

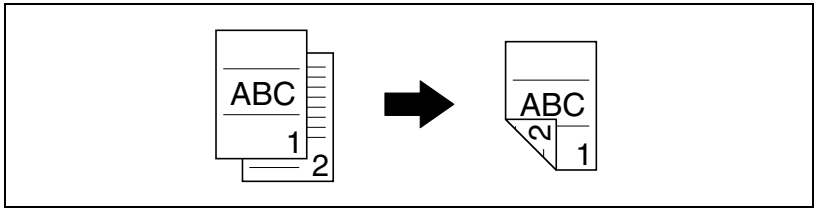
Single-sided copying

For details, refer to page 5-3.



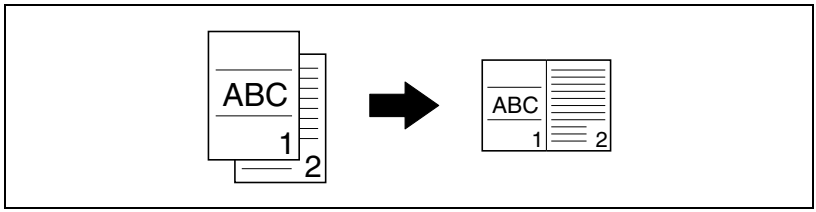
Double-sided copying

For details, refer to page 6-14.



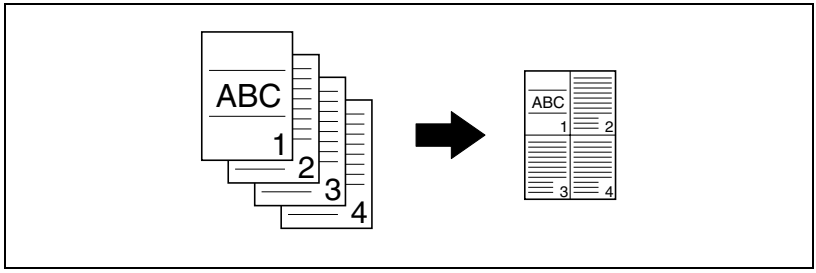
2in1 copying

For details, refer to page 6-10.



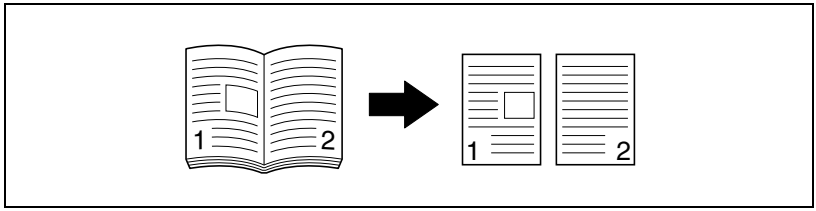
4in1 copying

For details, refer to page 6-10.



Book separation copying

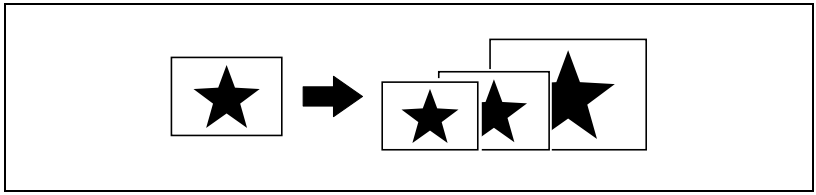
For details, refer to page 6-19.



Zoom

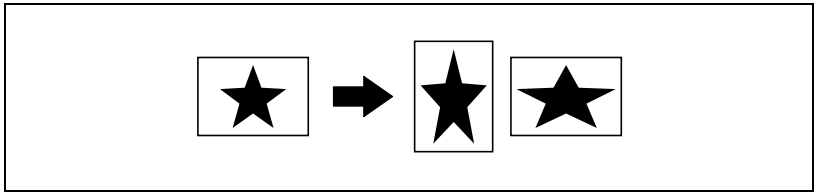
Reduced/full-sized/enlarged

For details, refer to page 5-55.



Separate horizontal and vertical zoom ratios (X/Y zoom)

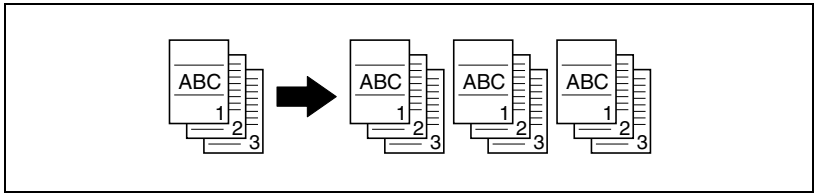
For details, refer to page 5-59.



Finishing

Sorting

For details, refer to page 6-3.



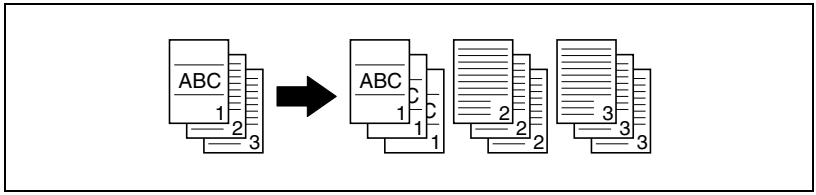
...

Note

The required options differ depending on the desired copy function.

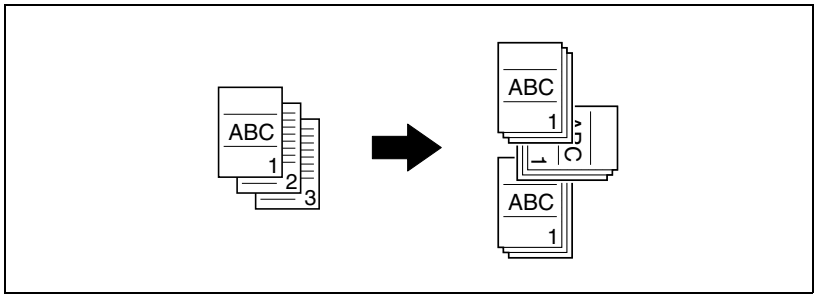
Grouping

For details, refer to page 6-3.



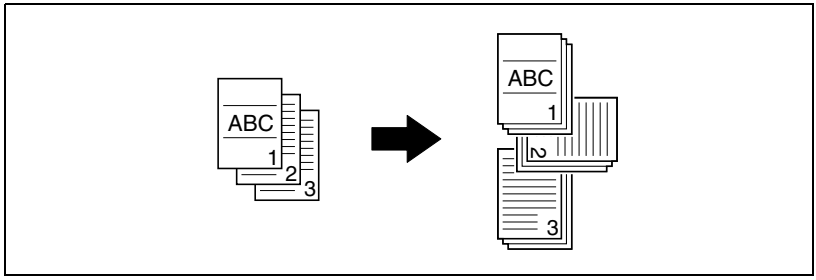
Crisscross sorting

For details, refer to page 6-3.



Crisscross grouping

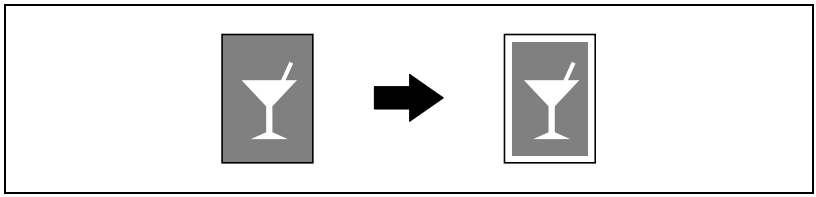
For details, refer to page 6-3.



Special features

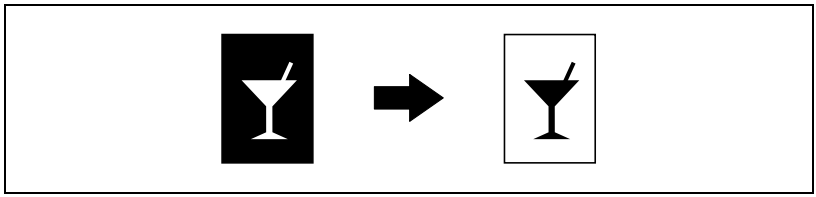
Erasing

For details, refer to page 6-23.



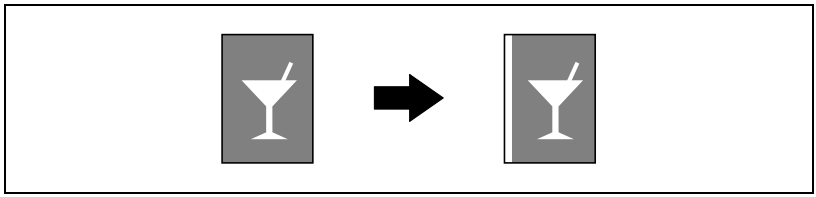
Negative/positive inverting

For details, refer to page 6-26.



Page margins

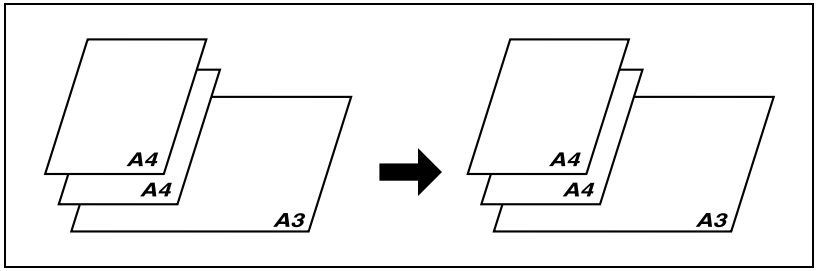
For details, refer to page 6-28.



Documents

Mixed document widths

For details, refer to page 4-22.



1.4 Explanation of manual conventions

The marks and text formats used in this manual are described below.

Safety advices

⚠ DANGER

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.

➔ Observe all dangers in order to prevent injuries.

⚠ WARNING

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➔ Observe all warnings in order to prevent injuries and to ensure safe use of the machine.

⚠ CAUTION

Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.

➔ Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

Sequence of action

1 The number 1 as formatted here indicates the first step of a sequence of actions.

2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

? Text formatted in this style provides additional assistance.

➔ Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

Tips



Note

Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.



Reminder

Text highlighted in this manner contains information that should be reminded.



Detail

Text highlighted in this manner contains references for more detailed information.

Special text markings

[Stop] key
The names of keys on the control panel are written as shown above.

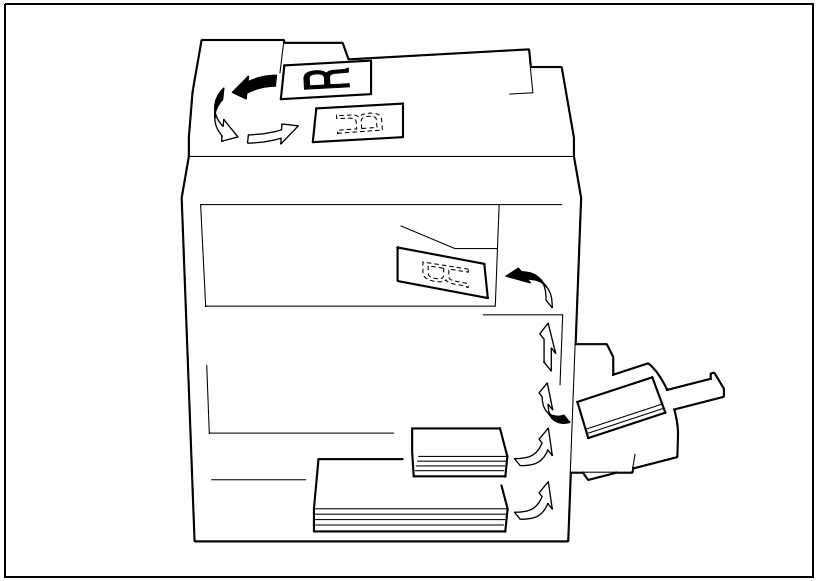
MACHINE SETTING
Display texts are written as shown above.

1.5 Descriptions and symbols of documents and paper

The descriptions and symbols used in this manual for documents and paper are explained below.

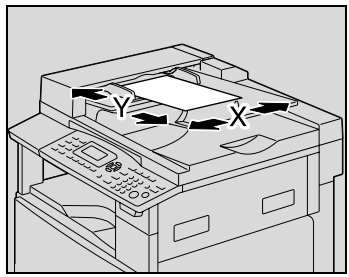
Output side and feed direction

Paper is fed through this machine along the right side, positioned with the side to be copied or printed on facing down, then fed out into the output tray at the top of the machine. The direction in which paper is fed (indicated by arrows in the following illustration), is called the feed direction.



"Width" and "length"

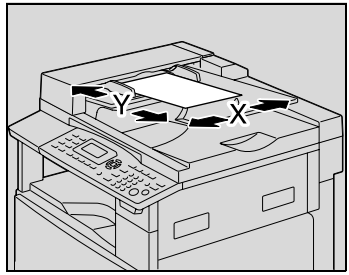
Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as "X" in the illustration), and the second value refers to the length (shown as "Y").



Paper orientation

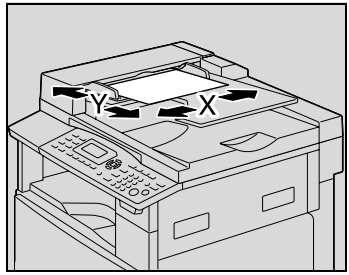
Lengthwise (▭)

If the length (Y) is longer than the width (X), the paper orientation is indicated by ▭.



Crosswise (▯)

If the length (Y) is shorter than the width (X), the paper orientation is indicated by ▯.



1.6 Legal restrictions on copying

Certain types of documents must not be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

Financial instruments

- Personal checks
- Travelers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

Legal documents

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

General

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art, without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

2 Installation and operation precautions

2 Installation and operation precautions

2.1 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.01E_C



Note

Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

➔ Do not ignore this safety advices.

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

➔ Do not ignore this safety advices.

Meaning of symbols

Symbol	Meaning	Example	Meaning
	A triangle indicates a danger against which you should take precaution.		This symbol warns against possible causes of burns.
	A diagonal line indicates a prohibited course of action.		This symbol warns against dismantling the device.
	A black circle indicates an imperative course of action.		This symbol indicates you must unplug the device.

Disassemble and modification

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.
➔ Do not ignore this safety advices.

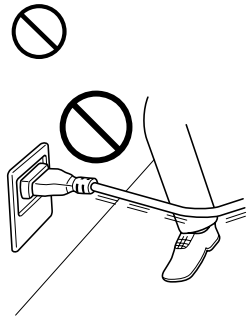
Warning	Symbol
• Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.	
• Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.	

Power cord

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

➔ Do not ignore this safety advices.

Warning	Symbol
• Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.	
• Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.	
• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.	

Power source

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

➔ Do not ignore this safety advices.

Warning	Symbol
• Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.	
• Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.	
• Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.	
• Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.	

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

➔ Do not ignore this safety advices.

Caution	Symbol
• The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.	

Power plug

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

➔ Do not ignore this safety advices.

Warning	Symbol
• Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.	
• Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.	

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

➔ Do not ignore this safety advices.

Caution	Symbol
• Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.	
• Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.	

Grounding

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

➔ Do not ignore this safety advices.

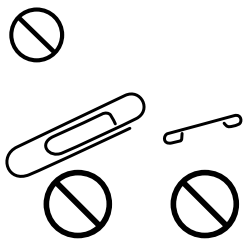
Warning	Symbol
• Connect the power cord to an electrical outlet that is equipped with a grounding terminal.	

Installation

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

➔ Do not ignore this safety advices.

Warning	Symbol
• Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.	

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

➔ Do not ignore this safety advices.

Caution	Symbol
• After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.	
• Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.	
• Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.	
• Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.	
• Do not use flammable sprays, liquids, or gases near this product, as a fire could result.	

Ventilation

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

➔ Do not ignore this safety advices.

Caution	Symbol
• Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.	

Actions in response to troubles

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.

➔ Do not ignore this safety advices.

Warning	Symbol
• Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	
• Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.
➔ Do not ignore this safety advices.

Caution	Symbol
• The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.	

Consumables

⚠ WARNING

Ignoring this warnings could cause serious injury or even death.
➔ Do not ignore this safety advices.

Warning	Symbol
• Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.	

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.
➔ Do not ignore this safety advices.

Caution	Symbol
• Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.	
• Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.	

When moving the machine

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.
➔ Do not ignore this safety advices.

Caution	Symbol
• Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.	
• When moving this product, always hold it by the locations specified in the user manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.	

Before successive holidays

When the optional Fax Kit FK-506 is not installed:

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.
➔ Do not ignore this safety advices.

Caution	Symbol
• Unplug the product when you will not use the product for long periods of time.	

2.2 Regulation notices

CE marking (Declaration of conformity) for users of the European Union (EU)

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC directives.
This declaration is valid for the region of the European Union.

⚠ CAUTION

Interference with radio communications.

➔ This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under EU directives.

For users in countries subject to class B regulations

⚠ CAUTION

Interference with radio communications.

➔ This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

For users in countries not subject to class B regulations

⚠ WARNING

Interference with radio communications.

➔ This is a class A product. In a domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.

➔ This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under CISPR 22 rules and local rules.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within a protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a class 1 laser product. In other words, the machine does not produce hazardous laser radiation.

Internal laser radiation

Specifications	
Maximum average radiation power	6.32 µW at the laser aperture of the print head unit
Wavelength	770-795 nm

This product employs a class 3b laser diode that emits an invisible laser beam.

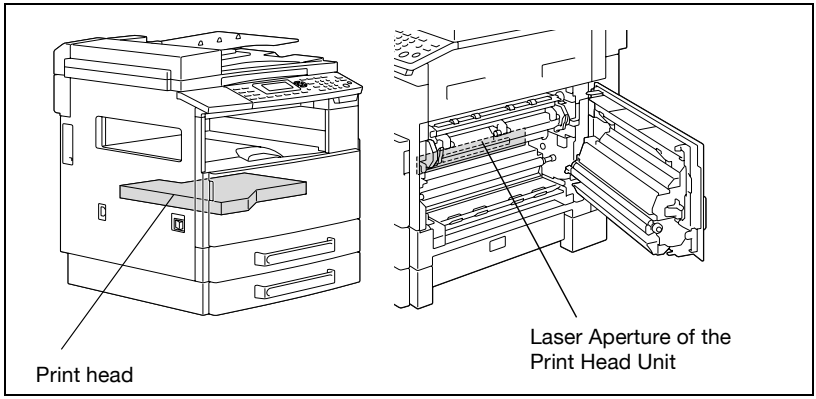
The laser diode and the scanning polygon mirror are incorporated in the print head unit.

⚠ WARNING

Incorrect handling may result in hazardous radiation exposure.

➔ The print head unit is not a field-serviceable item.

➔ Therefore, the print head unit should not be opened under any circumstances.



CDRH regulation

This machine is certified as a class 1 laser product under radiation performance standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 2-16 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

⚠ CAUTION

Incorrect handling may result in hazardous radiation exposure.

➔ Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

For European users

⚠ CAUTION

Incorrect handling may result in hazardous radiation exposure.

➔ Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

For Denmark users

⚠ ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion.

➔ Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dette er en halvlederlaser. Laserdiodens højeste styrke er 5 mW og bølgelængden er 770-795 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

⚠ VAROITUS

Tämä on puolijohdelaser.

➔ Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 5 mW ja aallonpituus on 770-795 nm.

⚠ VARNING

Det här är en halvledarlaser.

➔ Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5 mW och våglängden är 770-795 nm.

⚠ VAROITUS

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle.

➔ Älä katso säteeseen.

⚠ VARNING

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad.

➔ Betrakta ej strålen.

For Norway users

⚠ ADVARSEL!

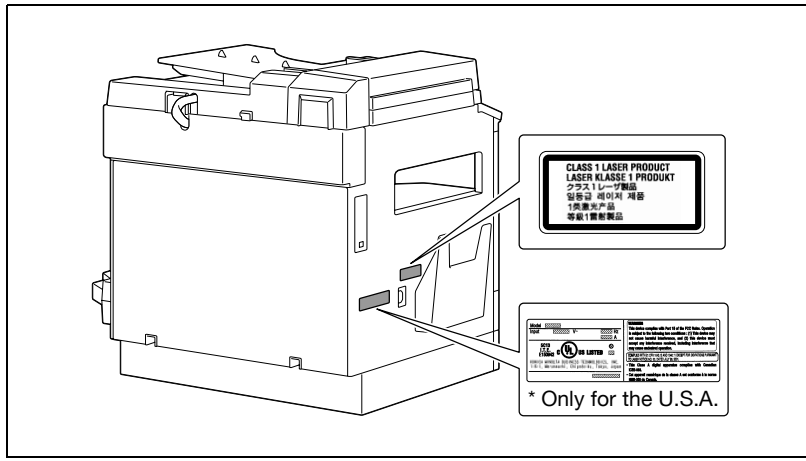
Dette en halvleder laser.

➔ Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 5 mW og bølgelengde er 770-795 nm.

Laser safety label

A laser safety label is attached to the outside of the machine as shown below.



Ozone release

⚠ CAUTION

A negligible amount of ozone is generated during normal operation of this machine.
An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

➔ Locate the machine in a well-ventilated room.

⚠ ATTENTION

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement.
Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

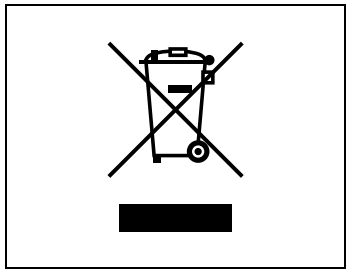
➔ Placer l'appareil dans une pièce largement ventilée.

Acoustic noise

For European users

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

For EU member states only



This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.

This product complies with RoHS (2002/95/EC) Directive.

This device is not intended for use at a video workstation in compliance with BildscharbV.

Das Gerät ist nicht für die Benutzung am Bildschirmarbeitsplatz gemäß BildscharbV vorgesehen.

2.3 Installation precautions

Installation site

Observe the following precautions to maintain the machine in its best possible condition.

To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements:

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the machine
- A location that is not near any kind of heating devices

Power source

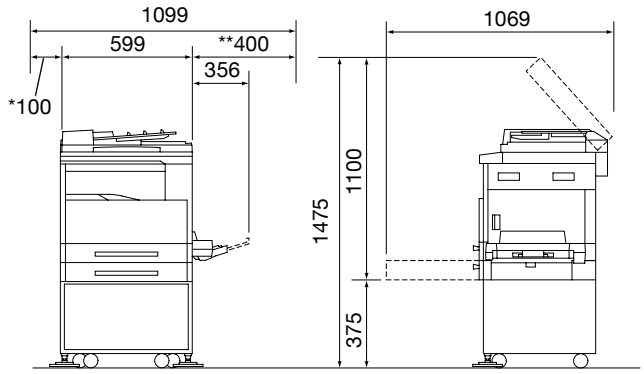
The power source requirements are as follows.

- Voltage fluctuation:
  AC220-240 V ±10%
- Frequency fluctuation:
  Within ±3Hz

Use a power source with as few voltage or frequency fluctuations as possible.

Space requirements

To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.



Unit: mm
Reverse automatic document feeder DF-605 is installed.

Note

*Since there is a ventilation duct on the left side of the machine, be sure to allow a clearance of *100 mm or more on the left side.*

*Allow a clearance of **400 mm or more on the right side of the machine so that the side cover can be opened.*

2.4 Operation precautions

Operating environment

The environmental requirements for correct operation of the machine are as follows:

- Temperature:
  10°C to 30°C (50°F to 86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity:
  15% to 85% with fluctuations of no more than 10% within an hour

Proper use

To ensure the optimum performance of the machine, follow the precautions listed below:

- Never place heavy objects on the original glass or subject it to shocks.
- Never open any machine doors or turn off the machine while it is making copies/printing, as a paper misfeed could result.
- Never bring any magnetized object, or use flammable sprays or liquids, near the machine.
- Always make sure that the power plug is completely plugged into the electrical output.
- Always make sure that the machine's power plug is visible and not hidden by the machine.
- Always unplug the machine from the electrical outlet if the machine is not to be used for a long period of time.
- Always provide good ventilation when making a large number of continuous copies/printed pages.

⚠ WARNING

If the ventilation duct on the left side of the machine is blocked, the inside of the machine will accumulate heat, resulting in a malfunction or fire.

➔ Be sure to allow a clearance of 100 mm or more on the left side of the machine for the ventilation duct.

⚠ WARNING

The area around the fusing unit is extremely hot.

➔ In order to reduce the risk of burns, do not touch any area other than those indicated in the manual. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.

➔ If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

Transporting the machine

If you need to transport the machine over a long distance, consult your service representative.

Care of machine supplies

Use the following precautions when handling the machine supplies (toner, paper, etc.).

- Store the supplies in a location that meets the following requirements:
  – Free from direct sunlight
  – Away from any heating apparatus
  – Not subjected to high humidity
  – Not extremely dusty
- Paper that has been removed from its wrapper but not loaded in the machine should be stored in a sealed plastic bag in a cool, dark place.
- Use only toner that has been manufactured specifically for this machine. Never use other types of toner.
- Keep all supplies out of the reach of children.

⚠ WARNING

Be careful not to spill toner inside the machine or get toner on your clothes or hands.

➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical advice.

Storage of copies

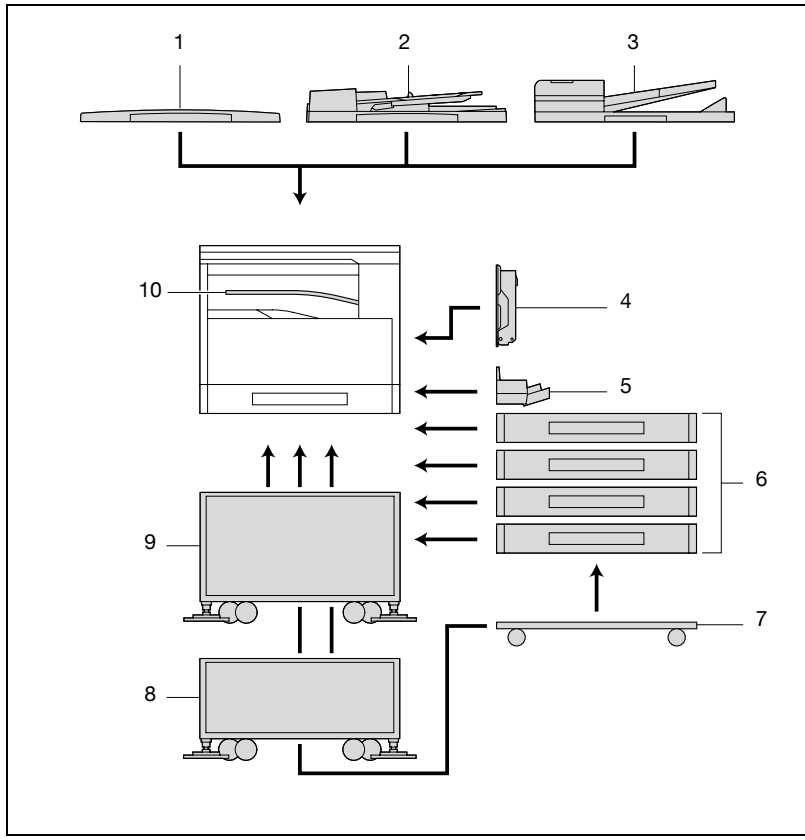
Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.

Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

3 Precaution

3 Precaution

3.1 Components and their functions



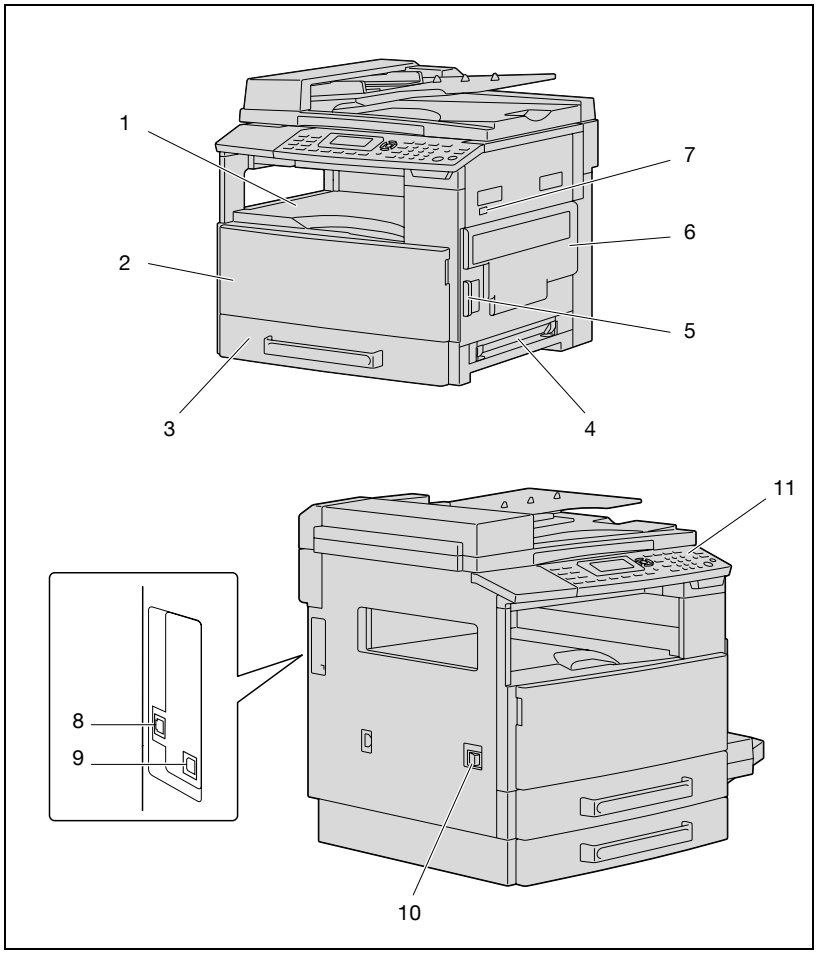
No.	Part name	Description
1	Original cover OC-504	Presses down on the loaded document to keep it in place. Referred to as the "original cover" throughout the manual. Standard on ineo 163 Optional on ineo 213
2	Automatic document feeder DF-502 (optional)	Automatically feeds one document sheet at a time for scanning. Referred to as the "document feeder" throughout the manual.
3	Reverse automatic document feeder DF-605 (Option for ineo 213 only)	Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Referred to as the "reverse automatic document feeder" throughout the manual.
4	Automatic duplex unit AD-504 (Option for ineo 213 only)	Automatically turns the pages over, and prints on both sides. Referred to as the "duplex unit" throughout the manual. If the optional multi bypass tray has not been installed, install the enclosed tray extension.
5	Multi bypass tray MB-501 (optional)	Can be loaded with up to 100 sheets of paper. Referred to as the "multi bypass tray" throughout the manual.
6	Paper feed unit PF-502 (optional)	A paper drawer that can be loaded with up to 250 sheets of paper. Up to four can be installed on the main unit. Referred to as the "2nd paper drawer", "3rd paper drawer", "4th paper drawer" and "5th paper drawer" throughout the manual.
7	Desk DK-703 (optional)	The machine can be placed on the desk. Allows this machine to be set up on the floor. Up to four paper drawers can be installed on this desk. Referred to as the "desk" throughout the manual.
8	Desk DK-702 (optional)	The machine can be placed on the desk. Allows this machine to be set up on the floor. Up to two paper drawers can be installed on this desk. Referred to as the "desk" throughout the manual.
9	Desk DK-701 (optional)	The machine can be placed on the desk. Allows this machine to be set up on the floor. Only one paper drawer can be installed on this desk. Referred to as the "desk" throughout the manual.
10	Job separator JS-503 (optional)	Allows printed pages to be separated (available only when printing from a computer). Referred to as the "job separator" throughout the manual.
11	Shift tray SF-501* (optional)	Shifts copies and printed pages that are fed out. If the job separator is installed, the shift tray cannot be installed.
12	Image controller IC-206* (optional)	Internal printer controller • Allows this machine to be used as a computer printer (PCL). • Enables network printing from Windows or a NetWare network environment. • Allows a document to be scanned so that the data can be sent to a computer or attached to an e-mail message. For more details, refer to the user manual for image controller IC-206.

No.	Part name	Description
13	Network Interface card NC-503* (optional)	Internal network interface card • Enables network printing from Windows or a NetWare network environment. • Allows a document to be scanned so that the data can be sent to a computer or attached to an e-mail message. For more details, refer to the user manual for network interface card NC-503.
14	Fax Kit FK-506* (optional)	Allows this machine to be used as a fax machine.
15	Expanded memory unit EM-103* (optional)	128 MB expansion memory that increases the number of document pages that can be processed by the machine Referred to as the "expanded memory unit" throughout the manual.
16	Dehumidifier heater HT-502* (optional)	Installed in the paper feed cabinet or desk to prevent humidity from collecting in the paper.

* The internal options are not shown in the illustration.

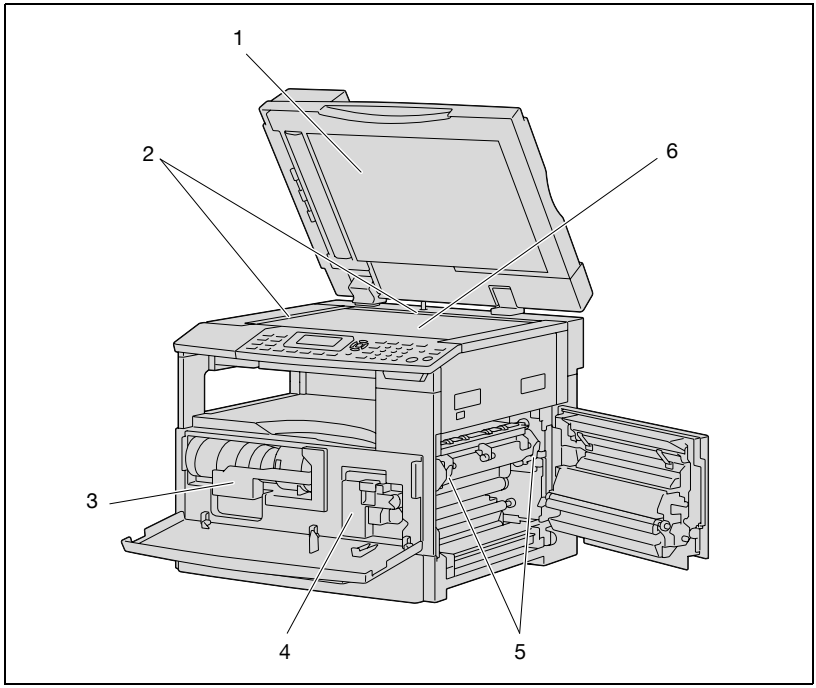
3.2 Part names and their functions

Main unit



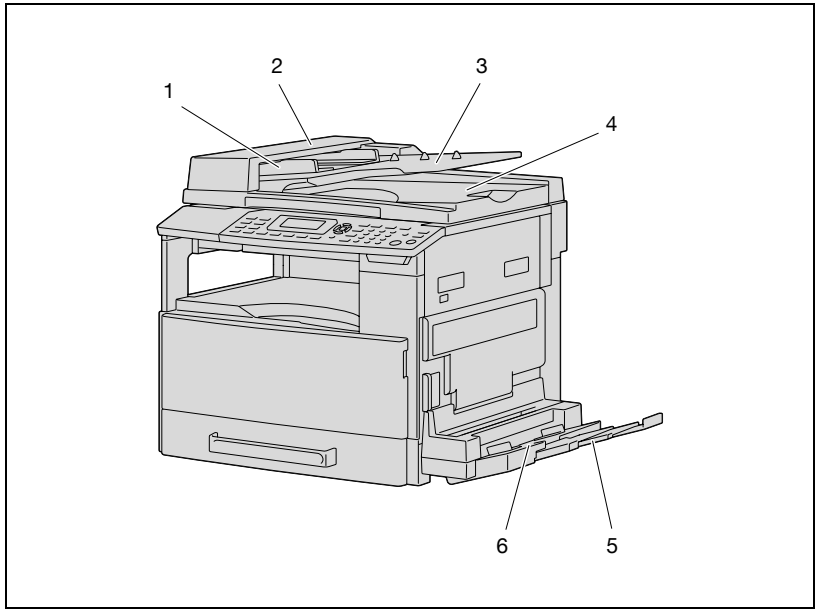
No.	Part name	Description
1	Copy output tray	Collects copies and printouts fed out facing down.
2	Front door	Opened when replacing the toner bottle. (See p. 8-4.)
3	1st paper drawer	• Can be loaded with up to 250 sheets of paper • The paper size can be adjusted freely. • Special paper can be loaded. (See p. 7-23.)
4	Manual bypass tray	• Used for manually feeding paper for making copies. • Load only one sheet of paper at a time. • Special paper can be loaded. (See p. 5-16.)
5	Right-side door release lever	Used to open/close the right-side door.
6	Right-side door	Opened when clearing paper misfeeds.
7	Mechanical counter	Indicates the total number of copy and printout s that were printed.
8	RJ45 connector for networking (optional)	Used for connecting the network cable when this machine is used for network printing.
9	USB connector	Used for connecting a USB cable from the computer.
10	Power switch	Used to turn the machine on and off. (See p. 3-19.)
11	Control panel	Used to start copying or sending or to specify various settings. (See p. 3-13.)

Inside of machine



No.	Part name	Description
1	Original cover	Presses down on the document positioned on the original glass.
2	Document scales	Used to align the document. (See p. 4-19.)
3	Toner bottle holder	Opened when replacing the toner bottle.
4	PC drum unit	Generates the copy image. The PC drum unit should be replaced by a technical representative.
5	Fusing unit release levers	Used when clearing paper misfeeds in the fusing unit. (See p. 8-7.)
6	Original glass	Position the document here so it can be scanned. Place the document face down on the glass. (See p. 4-19.)

Automatic document feeder/multi bypass tray (optional)



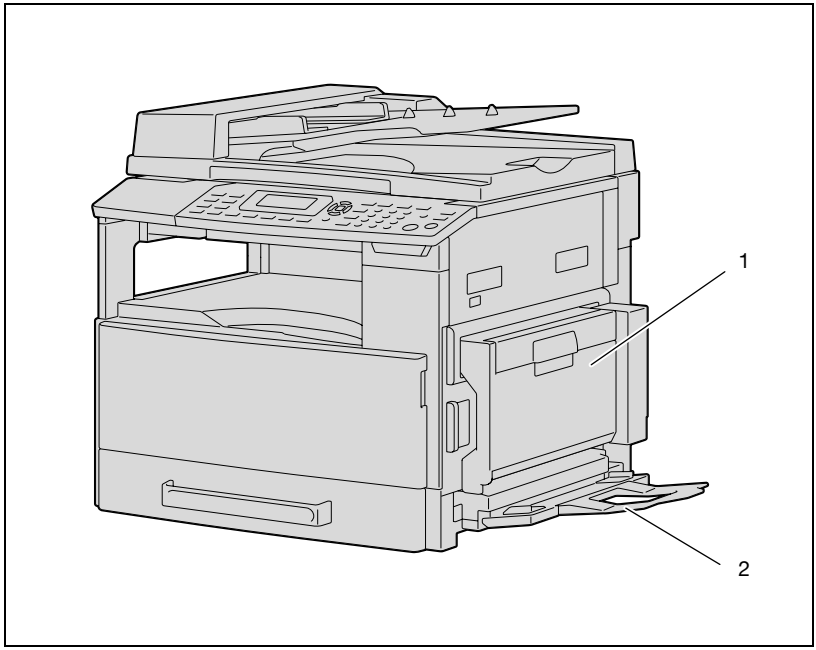
Automatic document feeder

No.	Part name	Description
1	Adjustable document guide	Adjust the guide to the width of the document (See p. 4-18.)
2	Misfeed-clearing cover	Opened when clearing paper misfeeds. (See p. 8-19.)
3	Document feed tray	Load the documents to be copied face up. (See p. 4-18.)
4	Document output tray	Collects documents that have been scanned.

Multi bypass tray

No.	Part name	Description
5	Tray extension	Pulled out when large-sized paper is loaded.
6	Bypass tray	Can be loaded with up to 100 sheets of plain paper, 20 sheets of special paper, or 10 envelopes. (See p. 5-16.)

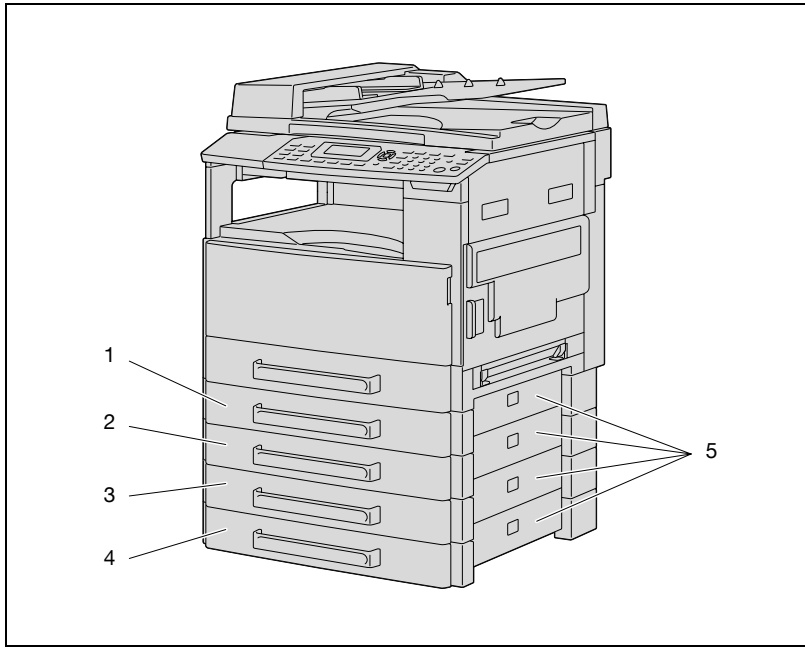
Automatic duplex unit (option for ineo 213 only)



Automatic duplex unit

No.	Part name	Description
1	Duplex unit cover	Opened when clearing paper misfeeds. (See p. 8-17.)
2	Tray extension	Installed when the optional multi bypass tray has not been installed. • Used for manually feeding paper for making copies. • Load only one sheet of paper at a time. • Special paper can be loaded.

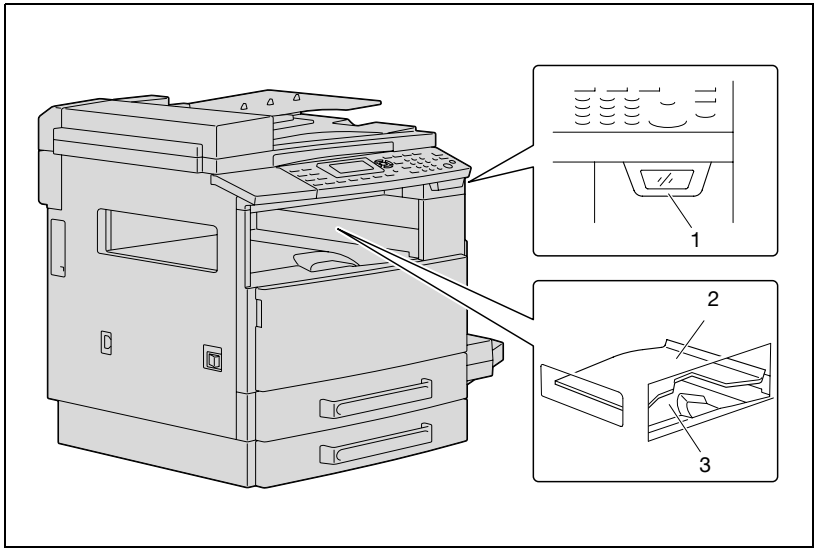
Paper feed unit (optional)



Paper feed unit

No.	Part name	Description
1-4	2nd paper drawer/3rd paper drawer/4th paper drawer/5th paper drawer	• Can be loaded with up to 250 sheets of plain paper. • Up to four paper feed unit can be installed.
5	Right-side door	Opened when clearing paper misfeeds. (See p. 8-12.)

Job separator (optional)

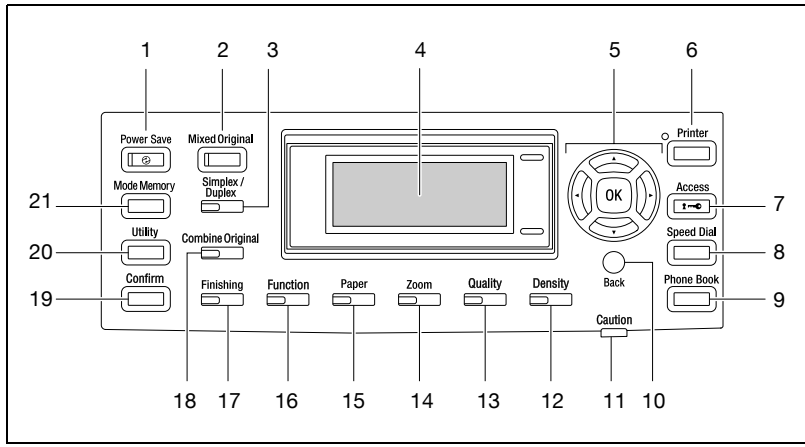


Job separator

No.	Part name	Description
1	Paper output indicator	Lights up when paper remains in the copy output tray and the upper output tray is being moved up.
2	Upper output tray	Collects pages printed from the computer.
3	Lower output tray	Collects copies.

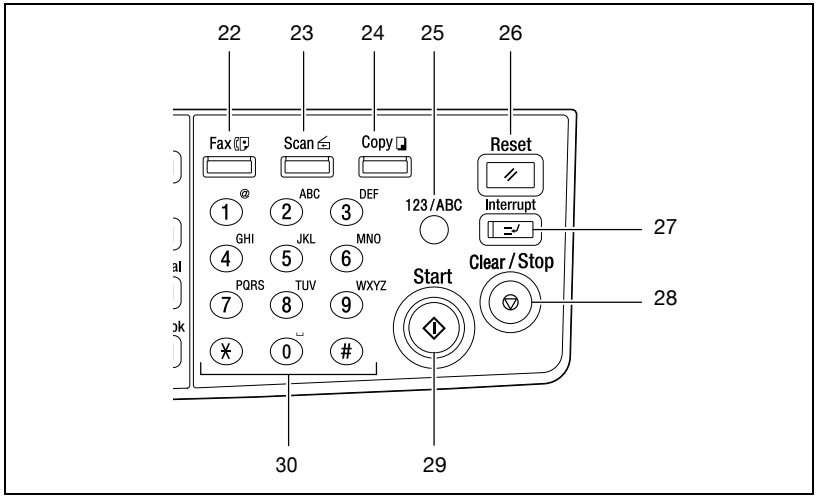
3.3 Control panel parts and their functions

Names of control panel parts and their functions



No.	Part name	Description
1	[Power Save] key/indicator	Press to enter Power Save mode. (See p. 3-21.)
2	[Mixed Original] key/indicator	Press to select the "Mixed Original" setting.
3	Simplex/Duplex key/indicator	Selects double-sided copying. Select "1-SIDE➔1-SIDE", "1-SIDE➔2-SIDE", 2-SIDE➔1-SIDE or "2-SIDE➔2-SIDE". If any setting other than "1-SIDE➔1-SIDE" is selected, the indicator lights up.
4	Display	Displays the number of copies, zoom ratio, setting menus and error messages.
5	[▲], [▼], [◀] and [▶] keys [OK] key	Press the [▲], [▼], [◀] and [▶] keys to select menu items in the display and change their settings. Press the [OK] key to apply the setting.
6	[Printer] key/indicator	This indicator lights up while data is being printed from the computer and flashes while data is being sent. For details, refer to the user manual for the printer driver.
7	[Access] key	Press when account track settings have been applied. (See p. 6-34.)
8	[Speed Dial] key	Press to register frequently used addresses, and to recall them during transmissions. (Available only if image controller IC-206 or network interface card NC-503 is installed.)
9	[Phone Book] key	Press to display the information programmed for speed dialing.
10	[Back] key	Press to return to the previous screen.
11	"Caution" indicator	This indicator lights up or flashes if an error has occurred. For details, refer to "8 When a message appears".

No.	Part name	Description
12	[Density] key	Press to select the scanning density of copies.
13	[Quality] key	Press to select "TEXT", "PHOTO" or "TEXT/PHOTO" as the document quality.
14	[Zoom] key	Press to specify whether to enlarge or reduce the image when copying. (See p. 5-53.)
15	[Paper] key	Press to select the paper drawer that is to be used.
16	[Function] key/indicator	Press to specify settings for advanced copy operations, such as copying with a binding margin added.
17	[Finishing] key/indicator	Press to select a copy Finishing function.
18	[Combine Original] key/indicator	Press to specify 2in1 or 4in1 copy settings.
19	[Confirm] key	Press to view the counters or transmission results, or to print a transmission result report.
20	[Utility] key	Press to specify settings in Utility mode. MACHINE SETTING, PAPER SOURCE SETTING, CUSTOM SIZE MEMORY, USER MANAGEMENT, ADMIN. MANAGEMENT, COPY SETTING 1, COPY SETTING 2
21	[Mode Memory] key	Press to register specified copy programs and recall them.



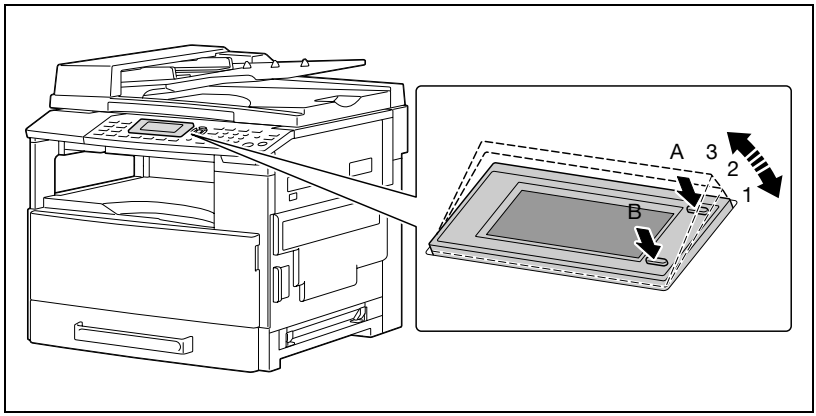
No.	Part name	Description
22	[Fax] key	Press to enter Fax mode. The indicator on the key lights up in green to indicate that the machine is in Fax mode. (Available only when fax kit FK-506 is installed)
23	[Scan] key/indicator	Press to enter Scan mode. The indicator lights up in green to indicate that the machine is in Scan mode. (Available only when network interface card NC-503 or image controller IC-206 are installed)
24	[Copy] key/indicator	Press to enter Copy mode. The indicator lights up in green to indicate that the machine is in Copy mode.
25	[123/ABC] key	Press to switch between number input mode and letter input mode. (Available only when fax kit FK-506, network interface card NC-503, or image controller IC-206 is installed.)
26	[Reset] key	• Press to clear all settings (except programmed settings) entered from the control panel. • Press to delete the job being specified.
27	[Interrupt] key/indicator	Press to enter Interrupt mode. The indicator lights up in green to indicate that the machine is in Interrupt mode. Press the key again to cancel Interrupt mode and return to the mode before Interrupt mode was entered. (See p. 5-65.) If this key is pressed while a computer document is being printed, printing stops so that the interrupting copy job can be performed. Press this key again to continue printing the computer document.
28	[Clear/Stop] key	• Press to clear the entered number and letters. • Press to stop a continuous copy operation. • Press to stop the print job from the computer.

No.	Part name	Description
29	[Start] key/indicator	• Press to start a copy operation. • If this key is pressed while this machine is warming up, the next copy job is queued. (See p. 3-21.) • The key lights up in green to indicate that copy jobs can be queued, and the key lights up in orange to indicate that the machine is not ready to begin copy operations.
30	Keypad	• Use to type in the number of copies to be produced. • Use to enter the setting values.

Adjusting the angle of the display

1 Press the display to adjust to any of three angles.

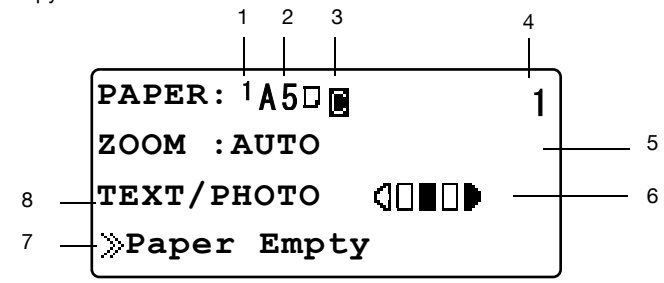
2 Adjust the display to the angle that allows for easy operation.



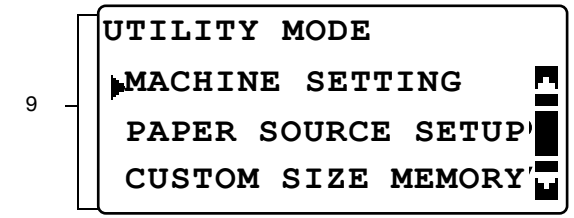
– Press the display at either A or B to adjust the display angle.
A: Lowers the display (3 ➔ 2 ➔ 1)
B: Raises the display (1 ➔ 2 ➔ 3)

Display indications

Copy mode screen



UTILITY MODE screen



No.	Display indication	Description
1	Paper source	Indicates the paper drawer that is selected.
	1	Indicates that the 1st paper drawer is selected.
	2	Indicates that the 2nd paper drawer is selected.
	3	Indicates that the 3rd paper drawer is selected.
	4	Indicates that the 4th paper drawer is selected.
	5	Indicates that the 5th paper drawer is selected.
		Indicates that the manual bypass tray or the multi bypass tray is selected.
2	Paper size	Indicates the paper size that is selected.
	[X/Y]	A custom paper size is specified.

No.	Display indication	Description
3	Paper type	Indicates the paper type that is selected.
		Indicates that plain paper is selected.
		Indicates that recycled paper is selected.
		Indicates that special paper is selected.
		Indicates that the selected paper is only for single-sided printing.
		Indicates that thick paper is selected.
		Indicates that overhead projector transparencies are selected.
		Indicates that envelopes or postcards are selected.
4	Number of copies	Indicates the specified number of copies. A setting between 1 and 99 can be specified.
5	Zoom ratio	Displays the specified copy zoom ratio.
	AUTO	Indicates that the "AUTO" Zoom setting is selected. The most appropriate zoom ratio is automatically selected based on the size of the loaded document and the specified paper size.
	100%	Indicates that the full size ("100%") zoom ratio is selected. Copies are produced at the same size as the document.
	[X/Y]	Indicates that a setting is selected for the "X/Y ZOOM" function. Copies are produced with different zoom ratios in the vertical and horizontal directions.
6	Copy density	Indicates the density level for the selected Density setting. The setting is shown at one of three levels in the Copy mode screen.
7	Message display	The status of the machine and the status of computer printing operations while the machine is in Copy mode are displayed.
8	Document image quality	Indicates the selected Quality setting.
	TEXT/PHOTO	Indicates that the "TEXT/PHOTO" Quality setting is selected. Select this setting when copying printed documents containing both text and images, such as newspapers or magazines. This setting can be selected together with the "AUTO" Density setting.
	PHOTO	Indicates that the "PHOTO" Quality setting is selected. Select this setting when copying printed documents, such as pamphlets or catalogs. With this setting, reproductions of halftone document images (photographs, etc.) that cannot be reproduced with the "TEXT" setting are better produced.
	TEXT	Indicates that the "TEXT" Quality setting is selected. Select this setting when copying documents containing only text. With this setting, the copied text is reproduced with sharp edges, making it easier to read. This setting can be selected together with the "AUTO" Density setting.
9	Menu or function	Displays the current menu, function or setting.

3.4 Power supply

Turning on the machine

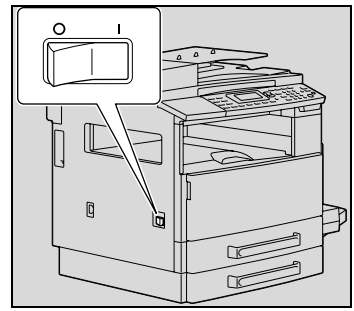
...

Note

The machine warms up as listed below (at normal room temperature (23 °C)).
ineo163: Within 30 seconds
ineo213: Within 15 seconds

A copy job can be queued while the machine is warming up. (Refer to page 3-21)

➔ Set the power switch to [|].
The indicator on the [Start] key lights up in orange and the message "PLEASE WAIT!" appears in the display.



Turning off the machine

1 Check that all jobs are finished.

2 Set the power switch to [◯].

Default settings

The settings that are automatically selected when the machine is turned on or an auto panel reset operation is performed are called the "default settings". These settings serve as a reference for all functions.

Copy mode
- Number of copies: 1
- Copy density: AUTO
- Zoom: 100% (full size)
- Paper: AUTO
- Finishing: NON-SORT



Detail
The default settings can be changed from Utility mode. (Refer to page 7-3.)

Automatically clearing settings (Auto panel reset)

With the auto panel reset operation, all functions and modes are reset to their default settings after copying or after a specified length of time has passed after the last operation is finished. (Default setting: 1 minute)



Detail
The length of time until the auto panel reset operation is performed can be set to 30 seconds or a setting between 1 and 5 minutes.

In addition, the auto panel reset operation can be disabled.

For details, refer to page 7-8.

Automatically conserving energy (Power Save mode)

With the Power Save mode, the machine automatically enters a power-saving mode instead of turning off.

When the machine is in Power Save mode, the indicator on the [Start] key remains lit in green, but the display goes off.

Conditions for entering Power Save mode
- When the [Power Save] key is pressed
- After the specified length of time has elapsed after the last operation (default setting: 15 minutes)



Detail
If the auto shut-off operation is performed during Power Save mode, the machine turns off.

The length of time until the machine enters Power Save mode can be set between 1 and 240 minutes. (For details, refer to page 7-9.)

Automatically turning off the machine (Auto shut-off)

With the auto shut-off operation, the copier automatically turns off if no operation is performed for a specified length of time, in order to conserve energy. (Default setting: OFF)



Detail
Specify the desired length of time (between 15 and 240 minutes) until the machine automatically turns off. (Refer to page 7-10.)

Queued copy jobs

Copy jobs can be queued by loading the document and pressing the [Start] key while ">>Warming Up" appears in the fourth line of the display.

When the message ">>Warming Up" disappears, scanning of the loaded document begins, and copies are produced.

3.5 Reducing electricity usage

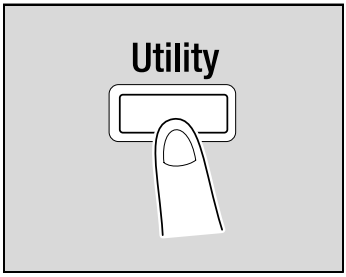
The Power Save mode and auto shut-off operation are extremely useful for conserving energy.

The procedures for specifying settings to automatically enter Power Save mode and to automatically turn off the machine are described below.

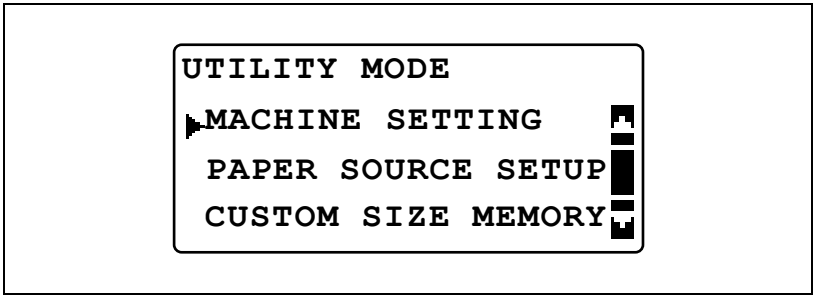
Specifying settings for entering Power Save mode

1 Press the [Utility] key.

The UTILITY MODE menu screen appears.

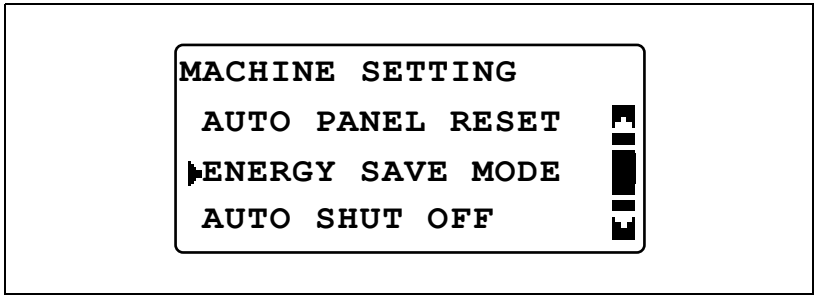


2 Press the [▲] or [▼] key until "MACHINE SETTING" is selected, and then press the [OK] key.

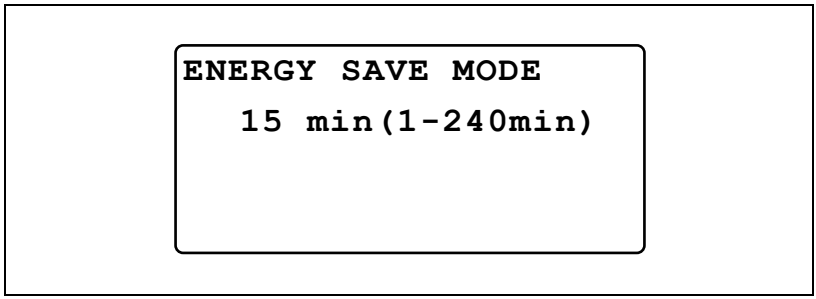


The MACHINE SETTING menu appears.

3 Press the [▲] or [▼] key until "ENERGY SAVE MODE" is selected, and then press the [OK] key.



4 Use the keypad to type in the length of time until the machine enters the mode, and then press the [OK] key.



Note

The time can be set between 1 and 240 minutes.

To correct the entered number, press the [Clear/Stop] key, and then type it in correctly.

Specifying settings for the auto shut-off operation

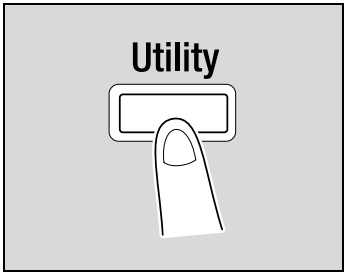
...

Reminder

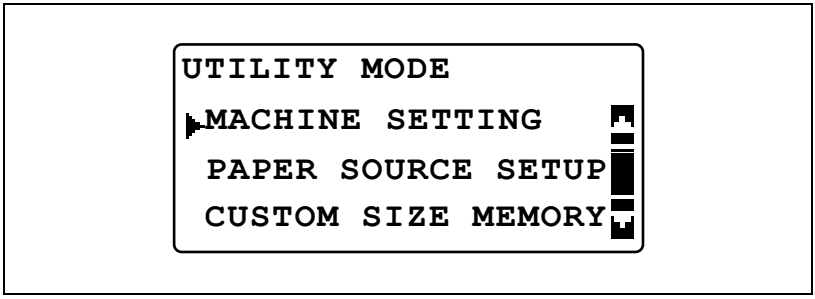
Permissions for specifying settings for the "AUTO SHUT OFF" function must be provided in Administrator mode. For details, refer to page 7-41.

1 Press the [Utility] key.

The UTILITY MODE menu appears.

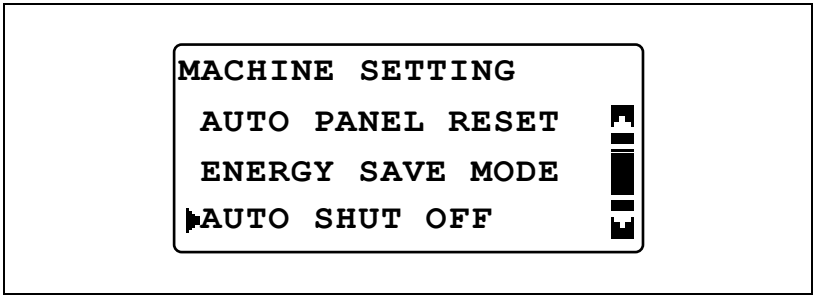


2 Press the [▲] or [▼] key until "MACHINE SETTING" is selected, and then press the [OK] key.

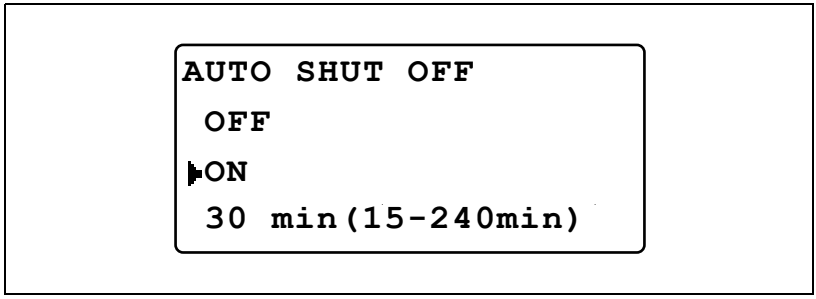


The MACHINE SETTING menu appears.

3 Press the [▲] or [▼] key until "AUTO SHUT OFF" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "ON" is selected, and then use the keypad to type in the length of time until the operation is performed.



5 Press the [OK] key.

...

Note

The time can be set between 15 and 240 minutes.

To correct the entered number, press the [Clear/Stop] key, and then type it in correctly.

4 Before making copies

4 Before making copies

4.1 Paper

Use paper that meets the following specifications.

Paper types

Paper type Weight (g/m^2) Paper source, etc.	Plain paper 60 to 90 g/m^2	Thick paper 91 to 157 g/m^2	Recycled paper 60 to 90 g/m^2
Manual bypass tray	○	○	○
Multi bypass tray	○	○	○
1st paper drawer	○	○	○
2nd paper drawer	○	—	○
3rd paper drawer	○	—	○
4th paper drawer	○	—	○
5th paper drawer	○	—	○
Double-sided copies	○	—	○

Paper type Paper source, etc.	Special paper Postcards	Overhead projector transparencies	Label sheets	Envelopes
Manual bypass tray	○	○	○	○
Multi bypass tray	○	○		○
1st paper drawer	○	○	○	○
2nd paper drawer	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
5th paper drawer	—	—	—	—
Double-sided copies	—	—	—	—

○: Can be specified

—: Cannot be specified

...

Note

The 2nd paper drawer, 3rd paper drawer, 4th paper drawer, 5th paper drawer and multi bypass tray are optional.

If the optional duplex unit is used to make double-sided copies, only plain and recycled paper can be used.

Paper sizes

Non-standard-sized paper

Paper source	Paper width	Paper length
Manual bypass tray	90 mm to 297 mm	140 mm to 432 mm
Multi bypass tray	90 mm to 297 mm	140 mm to 432 mm
1st paper drawer	90 mm to 297 mm	140 mm to 432 mm
2nd paper drawer	182 mm to 297 mm	140 mm to 432 mm
3rd paper drawer	182 mm to 297 mm	140 mm to 432 mm
4th paper drawer	182 mm to 297 mm	140 mm to 432 mm
5th paper drawer	182 mm to 297 mm	140 mm to 432 mm

Standard-sized paper

Paper size Paper source, etc.	A3	B4	A4	A4	B5	B5	A5	A5
Manual bypass tray	○	○	○	○	○	○	○	○
Multi bypass tray	○	○	○	○	○	○	○	○
1st paper drawer	○	○	○	○	○	○	○	○
2nd paper drawer	○	○	○	○	○	○	—	○
3rd paper drawer	○	○	○	○	○	○	—	○
4th paper drawer	○	○	○	○	○	○	—	○
5th paper drawer	○	○	○	○	○	○	—	○
Double-sided copies	○	○	○	○	○	○	—	○

○: Can be specified

—: Cannot be specified

...

Note

The 2nd paper drawer, 3rd paper drawer, 4th paper drawer, 5th paper drawer and multi bypass tray are optional.

If the optional duplex unit is used to make double-sided copies, only plain and recycled paper can be used.

Number of sets

Paper type Weight (g/m^2)	Plain paper	Thick paper	Recycled paper
Paper source, etc.	**60 to 90 g/m^2**	**91 to 157 g/m^2**	**60 to 90 g/m^2**
Manual bypass tray	1 sheet	1 sheet	1 sheet
Multi bypass tray	100 sheets	20 sheets	100 sheets
1st paper drawer	250 sheets	20 sheets	250 sheets
2nd paper drawer	250 sheets	—	250 sheets
3rd paper drawer	250 sheets	—	250 sheets
4th paper drawer	250 sheets	—	250 sheets
5th paper drawer	250 sheets	—	250 sheets

Paper type	Special paper			
Paper source, etc.	**Postcards**	**Overhead projector transparencies**	**Label sheets**	**Envelopes**
Manual bypass tray	1 sheet	1 sheet	1 sheet	1
Multi bypass tray	20 sheets	20 sheets	20 sheets	10
1st paper drawer	20 sheets	20 sheets	20 sheets	10
2nd paper drawer	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
5th paper drawer	—	—	—	—

—: Cannot be specified



Note

The 2nd paper drawer, 3rd paper drawer, 4th paper drawer, 5th paper drawer and multi bypass tray are optional.

If the optional duplex unit is used to make double-sided copies, only plain and recycled paper can be used.

Paper unsuitable for copies/printouts

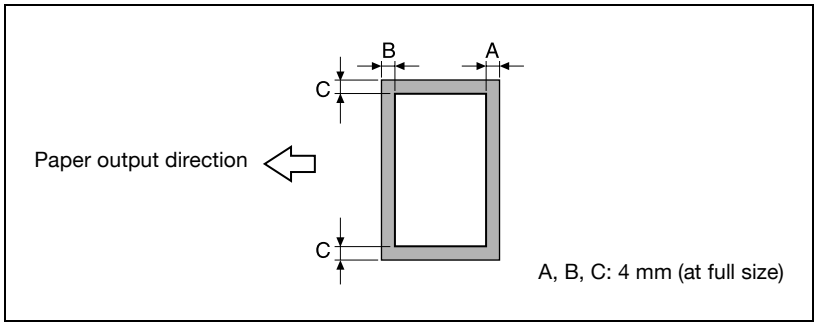
The following types of paper should not be used, otherwise decreased copy/print quality, paper misfeeds or damage to the machine may occur.

- Overhead projector transparencies that have already been fed through the machine
  Even if the transparency is still blank, do not reuse it.
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper
- Perforated paper or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached

4.2 Copy/print area

Any part of the image within the area indicated below is not copied/printed.

- A margin 4 mm (at full size) from the trailing edge of the paper (A)
- A margin 4 mm (at full size) from the leading edge of the paper (B)
- A margin 4 mm (at full size) on both sides of the paper (C)



Detail

For details when printing from a computer, refer to the user manual for the printer driver. If optional image controller IC-206 is installed, refer to the user manual for image controller IC-206.

4.3 Paper storage

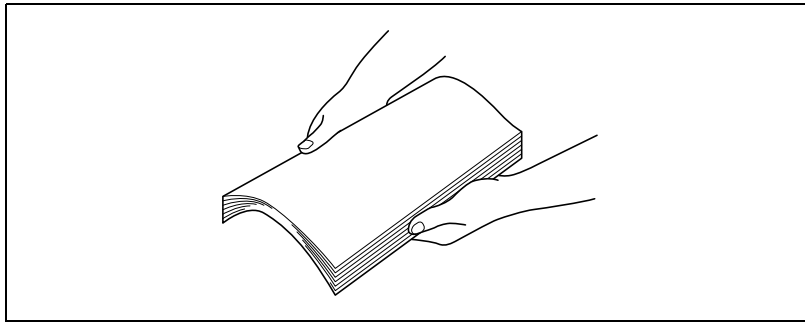
Observe the following precautions when storing the paper.

- Store the paper in a location that meets the following requirements.
  - Not exposed to direct sunlight
  - Not exposed to a flame
  - Not exposed to high humidity
  - Not extremely dusty
- Unwrapped paper should be placed in a plastic bag and stored in a cool, dark location.
- Keep paper out of the reach of children.

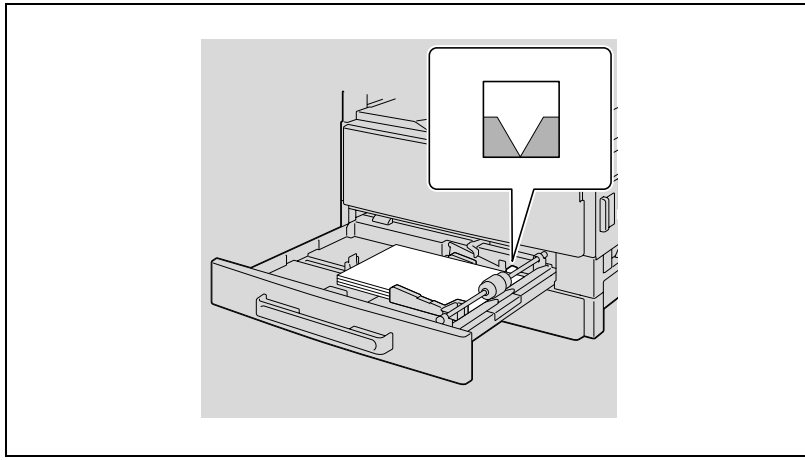
4.4 Loading paper

While loading paper, be sure to observe the following precautions.

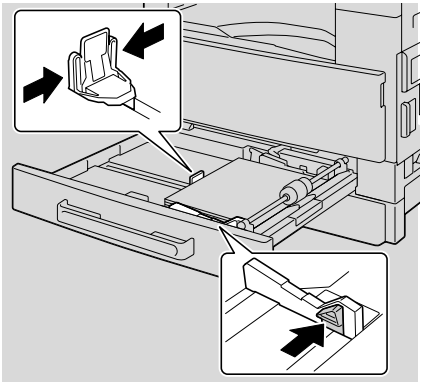
- If the paper is curled, flatten it before loading it.



- Do not load so much paper that the top of the stack is higher than the ▼ mark or exceeds the specified number of sheets.



- Push the paper guides firmly up against the edges of the paper.



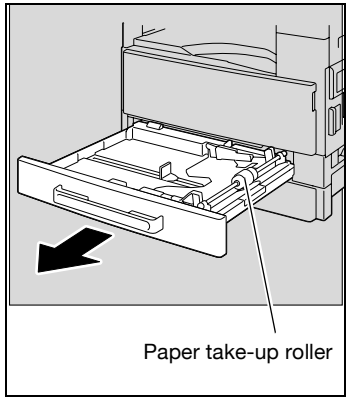
Loading paper into the 1st paper drawer

...

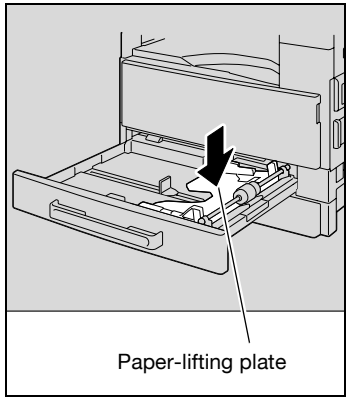
Reminder

Be careful not to touch the surface of the paper take-up roller with your hands.

1 Pull out the 1st paper drawer.

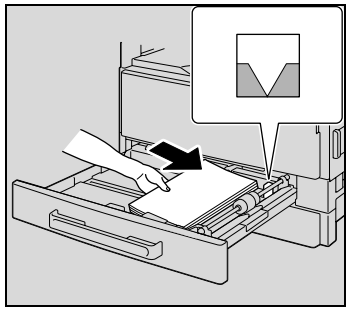


2 Press down on the paper-lifting plate until it locks into place.



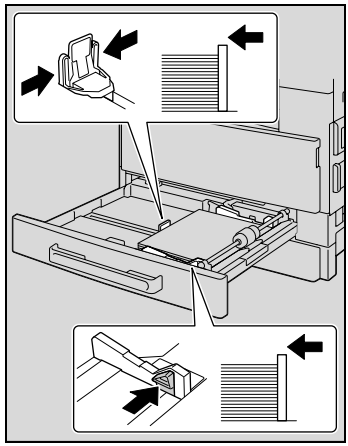
3 Load the paper into the drawer.

– Do not load so much paper that the top of the stack is higher than the ▼ mark.

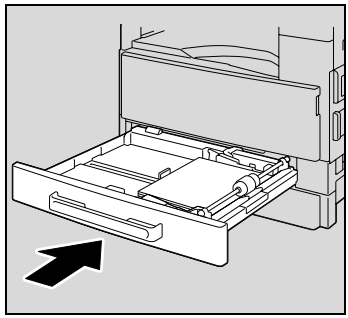


4 Slide the paper guides to fit the size of paper being loaded.

– Be sure that the paper guides are slid up against the edges of the loaded paper.

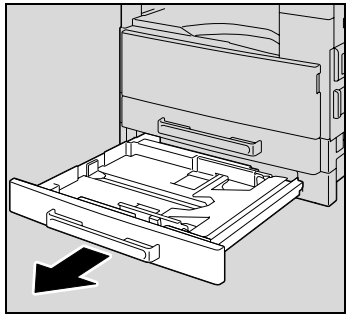


5 Close the 1st paper drawer.

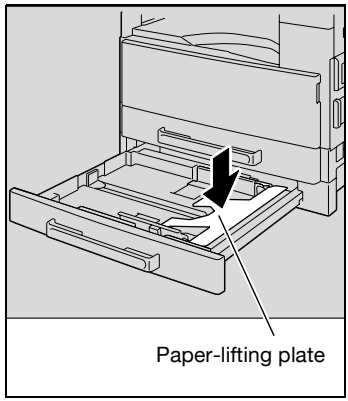


Loading paper into the 2nd, 3rd, 4th or 5th paper drawer

1 Pull out the drawer.

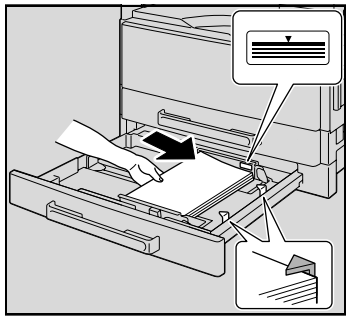


2 Press down on the paper-lifting plate until it locks into place.



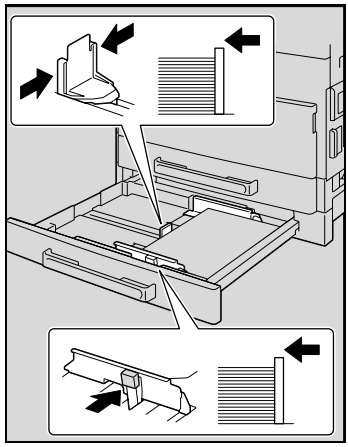
3 Load the paper into the drawer.

– Load the paper so that it fits under the tabs and so that the top of the stack is not higher than the ▼ mark.

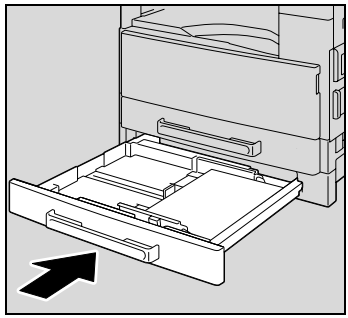


4 Slide the paper guides to fit the size of paper being loaded.

– Be sure that the paper guides are slid up against the edges of the loaded paper.



5 Close the paper drawer.



4.5 Original documents

Using the document feeder

The document feeder automatically feeds in, scans, then feeds out each page of a multi-page document, one page at a time. The correct type of document must be loaded in order for the document feeder to function properly.

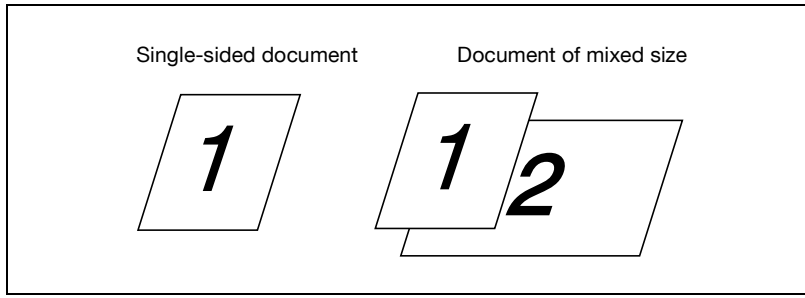
Using an incorrect type of document may cause a paper misfeed or damage to the document or copier.

...

Note

In order to copy double-sided documents, the reverse automatic document feeder (for ineo 213) must be installed.

Document types



Documents of uniform sizes

Document feed method	Document type	Document size
Document feeder	Sheet documents • Single-sided documents ***DF-502*** Capacity: 50 g/m^2 to 110 g/m^2 ***DF-605*** Capacity: 35 g/m^2 to 128 g/m^2 • Double-sided documents ***DF-605*** Capacity: 50 g/m^2 to 128 g/m^2 • Documents of mixed sizes ***DF-502*** Capacity: 60 g/m^2 to 90 g/m^2 ***DF-605*** Capacity: 50 g/m^2 to 128 g/m^2	***DF-502*** A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯ ***DF-605*** A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, B6 ▭ Document width: 90 mm to 297 mm Document length: 210 mm to 432 mm • With mixed documents widths ***DF-502*** A3 ▭ and A4 ▯ B4 ▭ and B5 ▯ ***DF-605*** Refer to the table below.
Original glass	Sheet documents, books, and large objects Maximum weight: 3 kg	A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯ Document width: Up to 297 mm Document length: Up to 432 mm

Mixed width document sizes (DF-605)

Maximum document width		297 mm		257 mm		210 mm		182 mm	182 mm
Mixed width document detection		A3 ▭	A4 ▯	B4 ▭	B5 ▯	A4 ▭	A5 ▯	B5 ▭	A5 ▭
297 mm	A3 ▭	○	○	—	—	—	—	—	—
	A4 ▯	○	○	—	—	—	—	—	—
257 mm	B4 ▭	○	○	○	○	—	—	—	—
	B5 ▯	○	○	○	○	—	—	—	—
210 mm	A4 ▭	○	○	○	○	○	○	—	—
	A5 ▯	○	○	○	○	○	○	—	—
182 mm	B5 ▭	—	—	○	○	○	○	○	—
148 mm	A5 ▭	—	—	—	—	—	—	○	○

○: Copying possible —: Copying not possible

Precautions concerning documents

The following types of documents should not be loaded into the document feeder, otherwise paper misfeeds or damage to the document or machine may occur. Instead, these types of documents should be positioned on the original glass.

- Folded documents (folded in half or Z-folded)
- Highly translucent or transparent documents, such as diazo photosensitive paper
- Documents with binder holes (2 to 4 holes)
- Documents with many binder holes, such as loose-leaf paper
- Coated documents, such as heat-sensitive or carbon-backed paper
- Inkjet printer paper
- Documents that have just been printed with this machine as a copy/printout
- Curled documents
- Wrinkled or torn documents
- Overhead projector transparencies



Detail

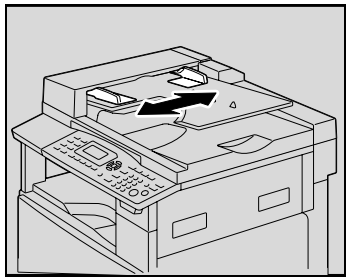
If a document of a non-standard paper size is placed on the original glass, the "AUTO" Paper setting and "AUTO" Zoom setting cannot be used. When a document of a non-standard paper size is placed, press the [Paper] key to select a paper size, or press the [Zoom] key to select a zoom ratio. (Refer to page 5-53.)

4.6 Loading the document

The document can be loaded into the document feeder or positioned on the original glass. Position the document correctly according to the type of document being copied.

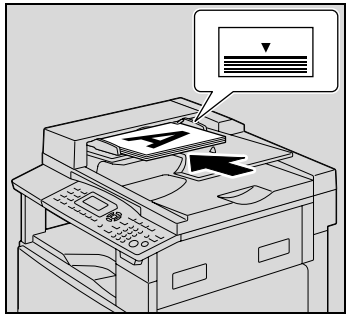
Loading the document into the document feeder

1 Slide apart the adjustable document guides.

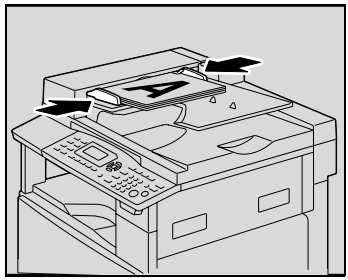


2 Load the document so that the side to be copied faces up.

- A maximum of 50 document pages can be loaded.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.



3 Slide the document guides to fit the size of document being loaded.



...

Reminder

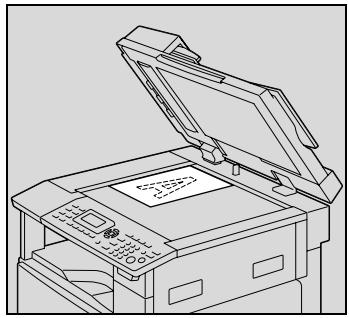
Be sure to load the document correctly, otherwise the pages may not be fed in straight.

Placing the document on the original glass

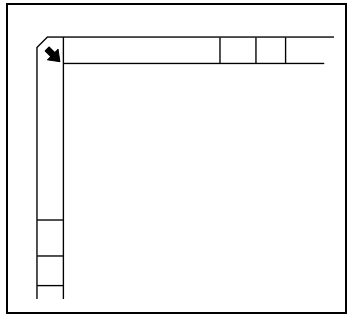
For ordinary documents or documents that cannot be loaded into the document feeder, position them as described below.

1 Lift open the document feeder.

2 Position the document so that the side to be copied faces down.



– Align the document with the document scales at the top and at the left side of the original glass.



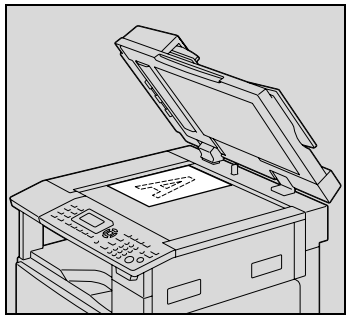
3 Carefully close the document feeder.

Placing highly translucent or transparent documents on the original glass

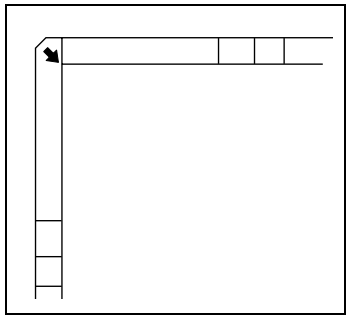
When copying a highly translucent or transparent document, such as overhead projector transparencies, tracing paper or diazo photosensitive paper, position it as described below.

1 Lift open the document feeder.

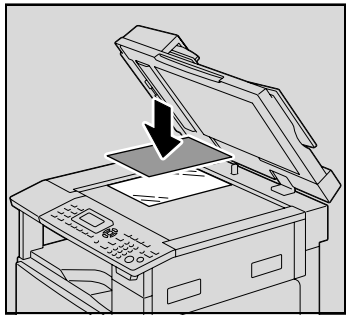
2 Position the document so that the side to be copied faces down.



– Align the document with the document scales at the top and at the left side of the original glass.



3 Place a blank sheet of paper of the same size over the document.



4 Carefully close the document feeder.

Placing a book on the original glass

When copying two facing pages of a bound document, such as a book or magazine, position it as described below.

...

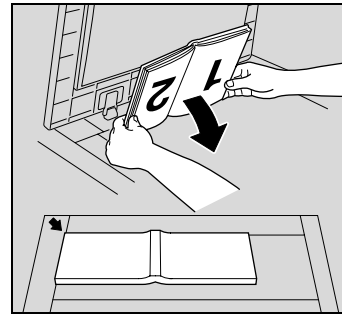
Reminder

Do not place objects weighing more than 3 kg on the original glass. In addition, do not press down extremely hard on the document, otherwise the machine may be damaged.

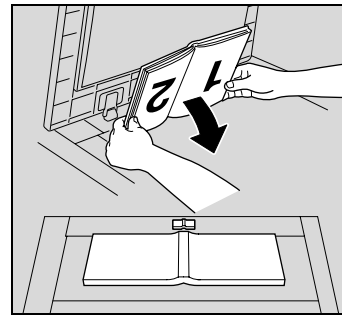
1 Lift open the document feeder.

2 Place the book on the original glass.

– To copy facing pages together, align the corner of the book with the ↖ mark in the back-left corner of the document scales.



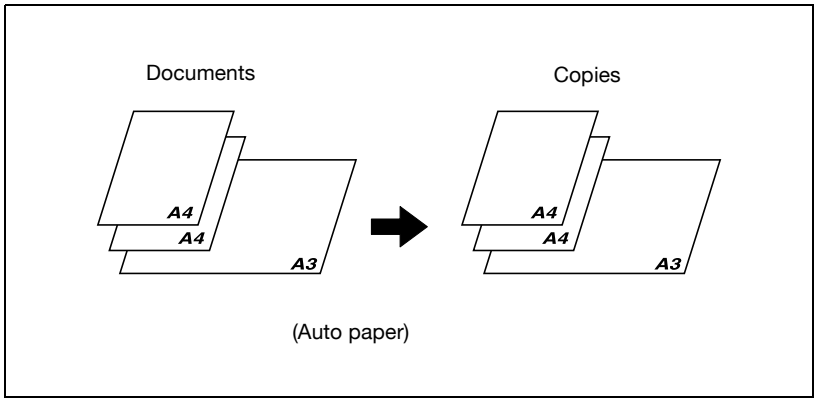
– To copy facing pages separately, position the book face down onto the original glass, with the top of the book toward the rear of the machine and with the center of the book aligned with the 🕮 mark in the document scale.



3 Carefully close the document feeder.

Copying documents of mixed sizes ("Mixed Original" setting)

The "Mixed Original" setting is used to copy documents containing pages of different sizes loaded as a set into the document feeder.



Detail

The possible combinations of document sizes are described below.

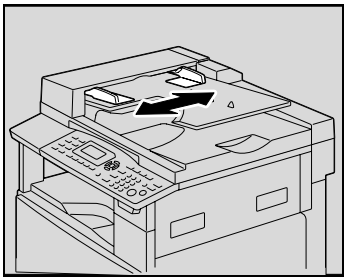
DF-502

Documents of different sizes can be copied only if all pages have the same width.
For example: A document consisting of A3 ▭- and A4 ▯-size pages.

DF-605

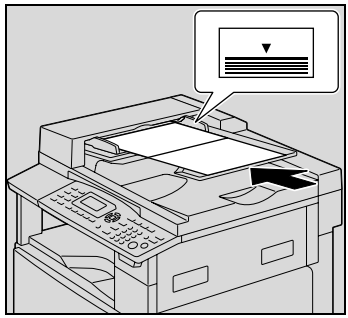
Refer to "Mixed width document sizes (DF-605)" on page 4-16.

1 Slide apart the adjustable document guides.

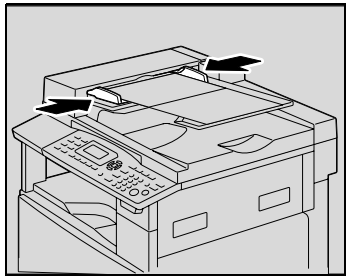


2 Load the document so that the side to be copied faces up.

- A maximum of 50 document pages can be loaded.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.

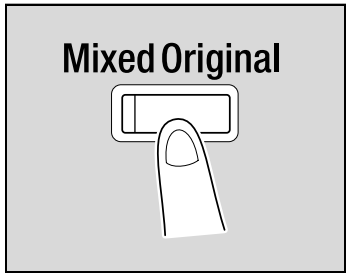


3 Slide the document guides to fit the size of document being loaded.

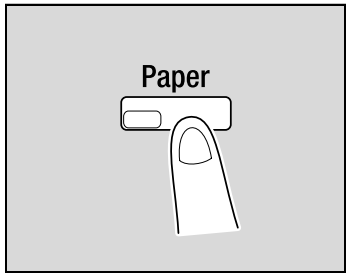


4 Press the [Mixed Original] key.

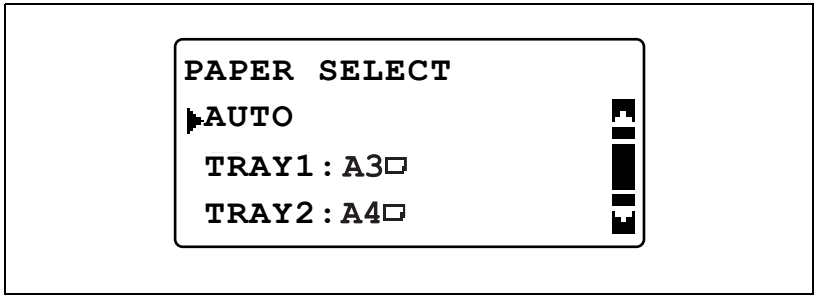
The indicator on the [Mixed Original] key lights up.



5 Press the [Paper] key.



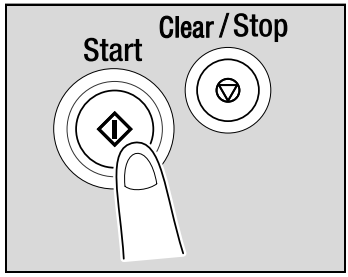
6 Press the [▲] or [▼] key until "AUTO" is selected, and then press the [OK] key.



– Check that "AUTO" appears in the first line of the screen.

The main screen appears again.

7 Press the [Start] key.



...

Reminder

Be sure to load the document correctly, otherwise the pages may not be fed in straight.

5 Making copies

5 Making copies

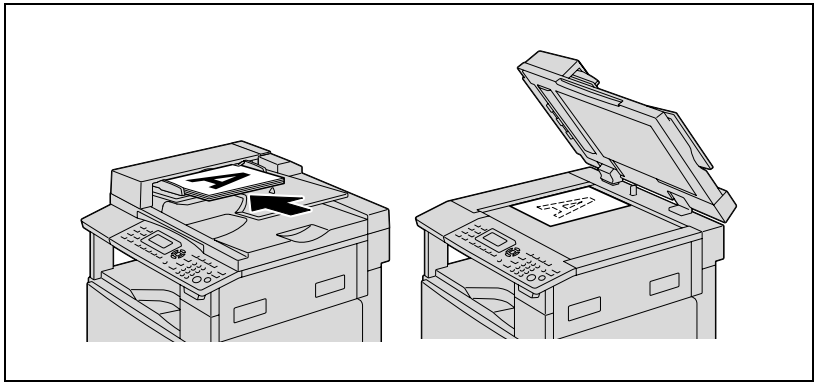
5.1 Copying

The following procedure describes how to load documents and perform the simple operation of copying it.

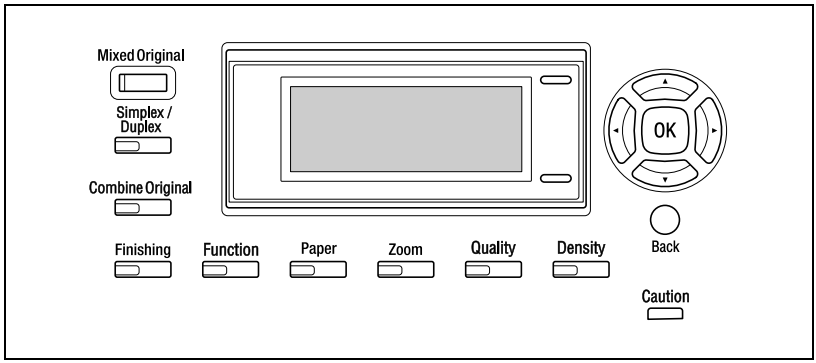
Basic copy operation

1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.



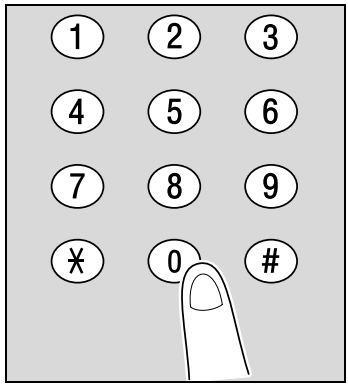
2 From the control panel, select the desired copy settings.



– Refer to "Selecting the paper source" on page 5-13.
– Refer to "Specifying a zoom setting" on page 5-53.
– Refer to "Selecting a density setting" on page 5-62.
– Refer to "Advanced copy operations" on page 6-3.

3 Using the keypad, specify the desired number of copies.

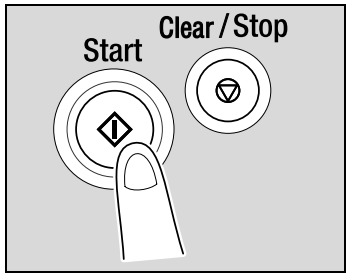
– The number of copies can be set between 1 and 99.
– To clear the specified number of copies, press the [Clear/Stop] key.



4 Press the [Start] key.

– To stop copying, press the [Clear/Stop] key.

Copying begins.

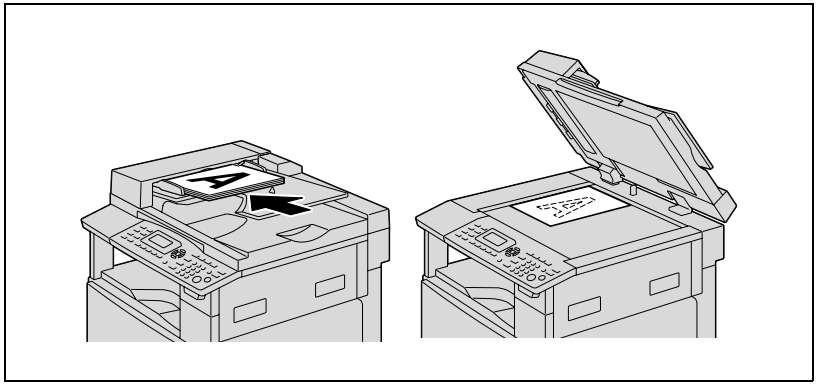


Enlarging/reducing a standard-sized document to a different standard size

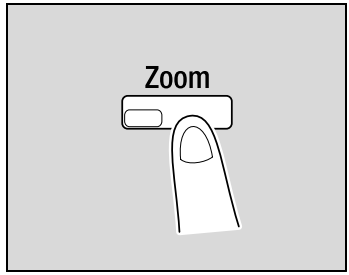
As an example, the following procedure describes how to enlarge a B4-size document to an A3-size copy.

1 Position the document to be copied.

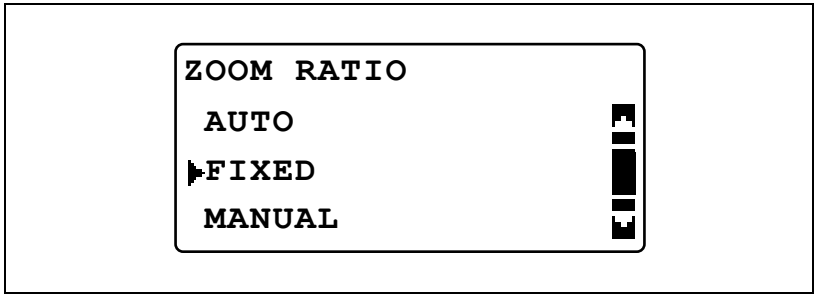
– Refer to "Loading the document" on page 4-18.



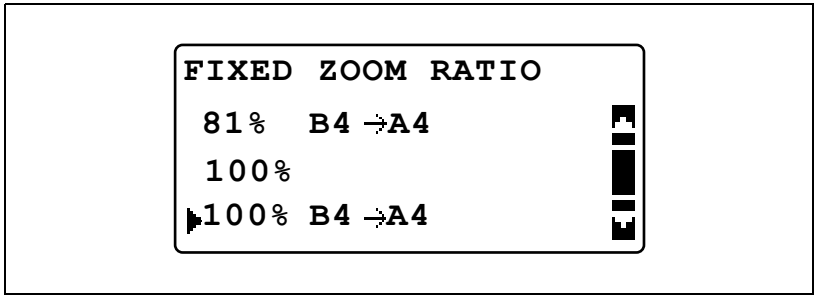
2 Press the [Zoom] key.



3 Press the [▲] or [▼] key until "FIXED" is selected, and then press the [OK] key.



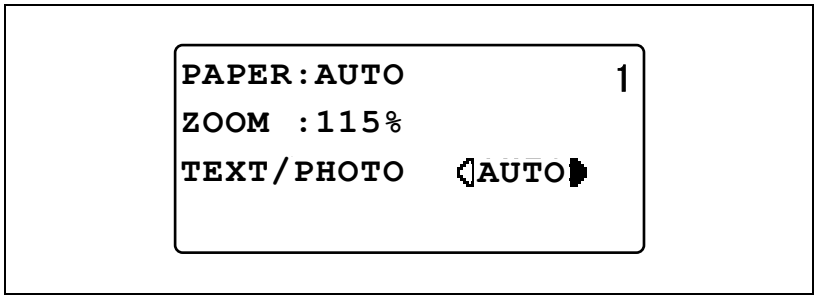
4 Press the [▲] or [▼] key until "115% B4 ➔ A3" is selected, and then press the [OK] key.



The main screen appears again.

5 Check the setting for the size of paper to be copied on.

- If "AUTO" appears in the first line, check that A3-size paper is loaded in the paper drawer.
- If "AUTO" does not appear in the first line, press the [Paper] key, and then select a paper drawer loaded with A3-size paper.
- To change the paper size setting selected for a paper drawer, refer to page 5-13.



6 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

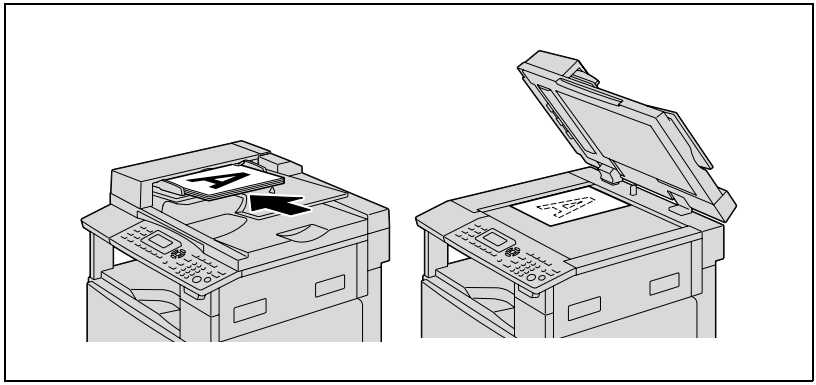
7 Press the [Start] key.

Selecting the image quality setting appropriate for the document

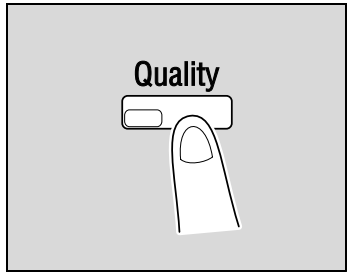
Select the appropriate setting ("TEXT", "PHOTO", or "TEXT/PHOTO") for the quality of the document to be copied in order to make sharp copies of the document.

1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.



2 Press the [Quality] key.



3 Press the [▲] or [▼] key until "TEXT/PHOTO", "TEXT" or "PHOTO" is selected, and then press the [OK] key.



The main screen appears again.

4 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

5 Press the [Start] key.

Selecting the print density

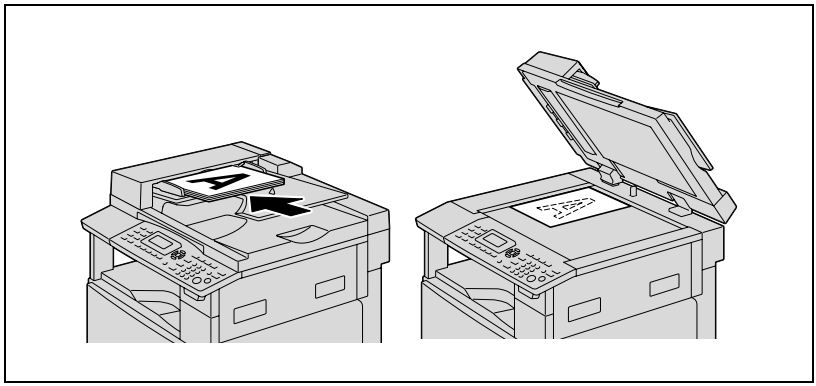
...

Note

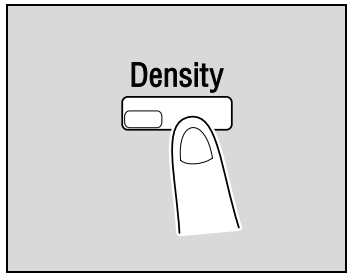
If "PHOTO" is selected as the image quality, "AUTO" cannot be selected.

1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.

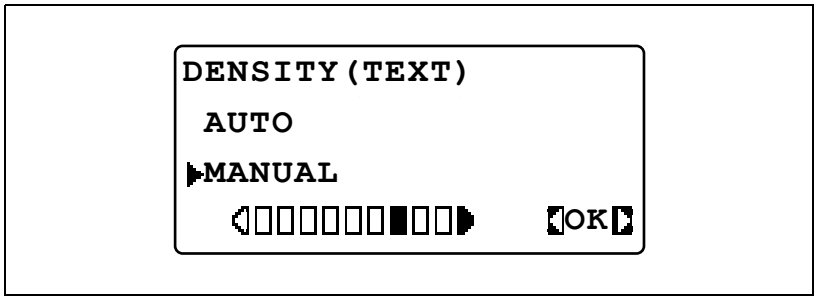


2 Press the [Density] key.



3 Press the [▲] or [▼] key until "AUTO" or "MANUAL" is selected.

- If "AUTO" was selected, press the [OK] key.
- If "MANUAL" was selected, press the [◀] or [▶] key until one of the nine density levels is selected, and then press the [OK] key.



The main screen appears again.

4 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

5 Press the [Start] key.

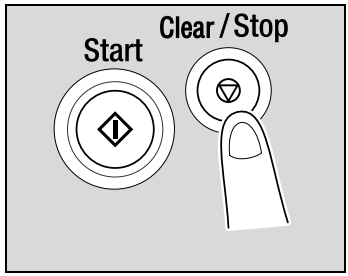
5.2 Stopping/restarting/canceling a copy job

Follow the procedure described below to stop a copy job.

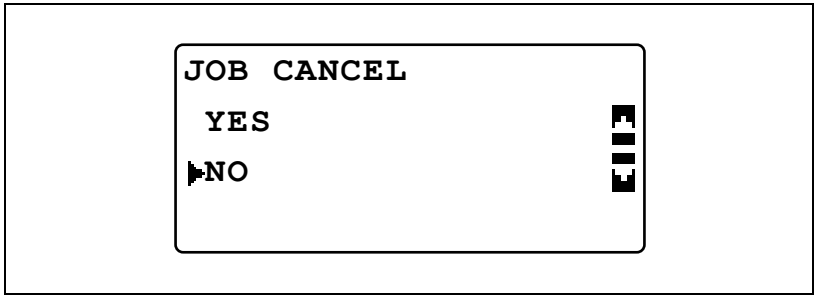
1 Select the desired copy settings, and then press the [Start] key.

Copying begins.

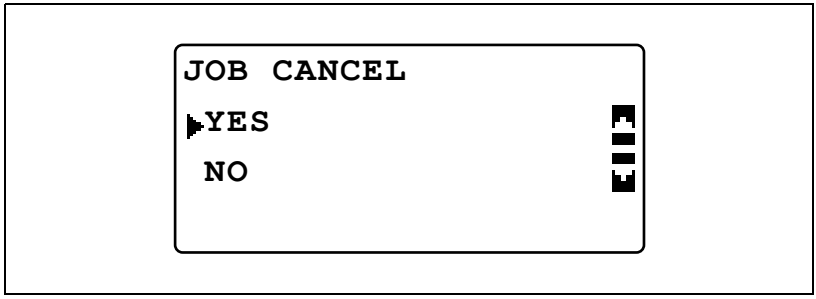
2 During copying, press the [Clear/Stop] key. The message ">>Please Wait" appears, and the job is stopped.



– To continue the stopped job, select "NO", and then press the [OK] key.



– To delete the stopped job, select "YES", and then press the [OK] key.

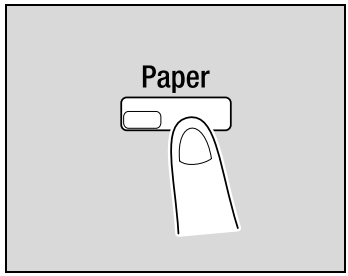


5.3 Selecting the paper source

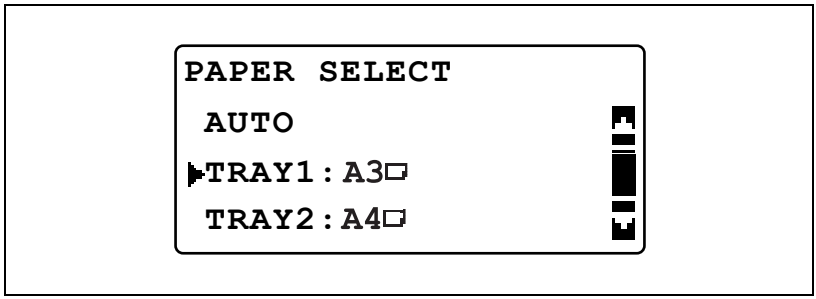
1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.

2 Press the [Paper] key.



3 Press the [▲] or [▼] key until "AUTO" or the desired paper drawer is selected, and then press the [OK] key.



The main screen appears again.

4 If necessary, specify any other copy settings.

– Refer to "Specifying a zoom setting" on page 5-53.
– Refer to "Selecting a density setting" on page 5-62.
– Refer to "Advanced copy operations" on page 6-3.

5 Press the [Start] key.



Detail

If "NO SUITABLE PAPER" appears in the display after "AUTO" is selected and the [Start] key is pressed, no paper tray or drawer is loaded with paper of the most suitable size. Either load paper with the appropriate size, or select a paper drawer, and then press the [Start] key again.

Automatic tray switching feature

With the automatic tray switching feature, copying/printing can continue with paper from a different paper drawer if the currently selected drawer runs out of paper during copying/printing.

The automatic tray switching operation is performed if the currently selected paper drawer and another paper drawer (other than the manual bypass tray) meet the following conditions.

- The paper loaded in the paper drawer is the same size.
- The paper loaded in the paper drawer is the same type.
- The paper loaded in the paper drawer is in the same orientation.
- Either "PLAIN" or "RECYCLE" is selected for the type of paper loaded in each paper drawer.



Detail

If paper is loaded into the manual bypass tray, the automatic tray switching operation is not performed.

If the optional multi bypass tray, 2nd paper drawer, 3rd paper drawer, 4th paper drawer and 5th paper drawer are installed, a maximum of 1,350 pages can be continuously copied/printed. When continuously copying/printing a large number of pages, load all paper drawers (except the manual bypass tray) with paper meeting the conditions listed above.

If there is no paper in any paper drawer, a message appears indicating that paper must be replenished. Copying/printing may not continue if paper is loaded into other paper drawers than the one specified in the message.

Order for automatically switching paper drawers

When automatic tray switching operation is performed, the next paper drawer in the following list is chosen.

1st paper drawer ➔ 2nd paper drawer ➔ 3rd paper drawer ➔ 4th paper drawer ➔ 5th paper drawer ➔ Multi bypass tray



Detail

If a setting for special paper (such as overhead projector transparencies or label sheets) is selected for the 1st paper drawer or multi bypass tray, that paper drawer will not be selected automatically with the automatic tray switching feature. For details on selecting settings for special paper, refer to "Specifying settings for the paper loaded into the 1st paper drawer ("TRAY1 PAPER" parameter)" on page 7-23 or "Copying onto manually fed paper (multi bypass tray)" on page 5-31.

A paper drawer with a special paper setting selected will not be selected automatically with the automatic tray switching feature. For details on selecting a setting for special paper, refer to "Specifying special paper settings for paper drawers ("PAPER TYPE" parameter)" on page 7-26.

If the default paper drawer is selected in Utility mode, that paper drawer is selected as a default. For details on selecting the default paper drawer, refer to "Selecting the default paper drawer ("PAPER PRIORITY" parameter)" on page 7-56.

5.4 Making copies on manually fed paper

Manually feed the copy paper if you wish to make copies onto paper not loaded into any paper drawer or onto special paper, such as overhead projector transparencies, postcards or thick paper.



Reminder

When copying with the manual bypass tray, load the paper one sheet at a time.



Detail

For details on the number of pages that can loaded into the multi bypass tray (optional), refer to page 4-5.

Paper that can be fed manually

Paper types:

- Plain paper, recycled paper (paper thickness: 60 g/m^2 to 90 g/m^2)
- Special paper

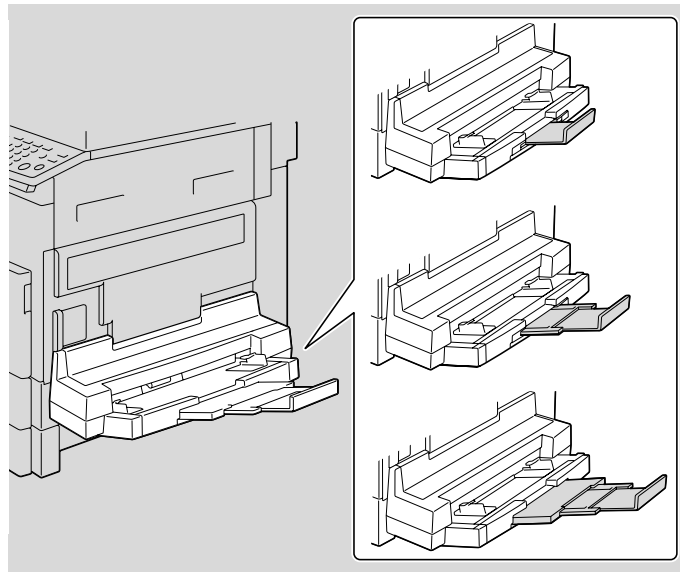
– Thick paper (paper thickness: 91 g/m^2 to 157 g/m^2)
– Overhead projector transparencies
– Postcards
– Label sheets
– Envelopes

Paper sizes:

- Maximum size: 297 mm 432 mm
- Minimum size: 90 mm 140 mm

Adjusting the multi bypass tray

The bypass tray extension can be adjusted to fit the size of paper to be loaded, as shown below.



Loading plain paper into the bypass tray

Load the paper into the manual bypass tray one sheet at a time.

A maximum of 100 sheets of paper can be loaded into the multi bypass tray. Do not load so much paper into the multi bypass tray that the top of the stack is higher than the ▼ mark.

Note

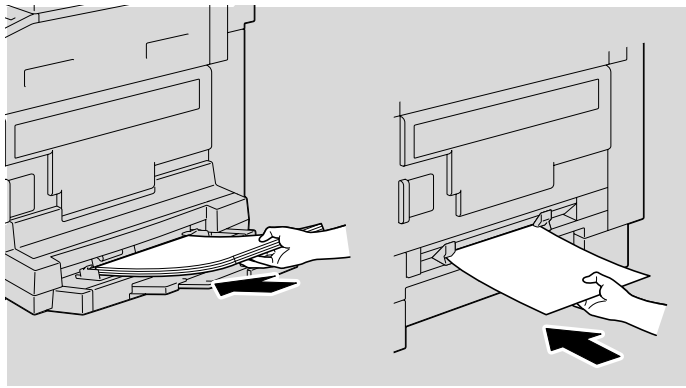
When paper other than plain paper is loaded, the paper type setting must be specified from the control panel.

Reminder

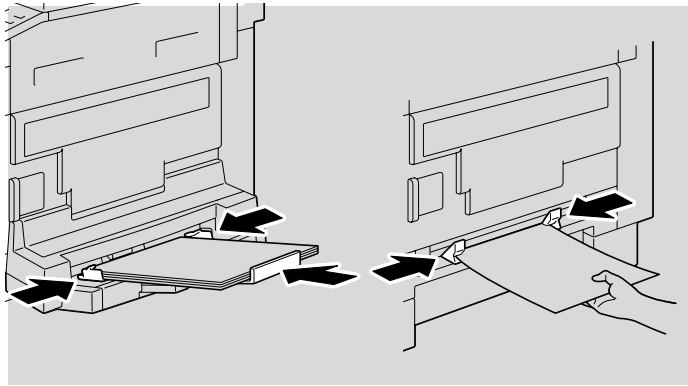
Load the paper so that the side to be printed on faces down.

Make sure that the paper is not curled (rolled).

1 Load the paper into the manual bypass tray.

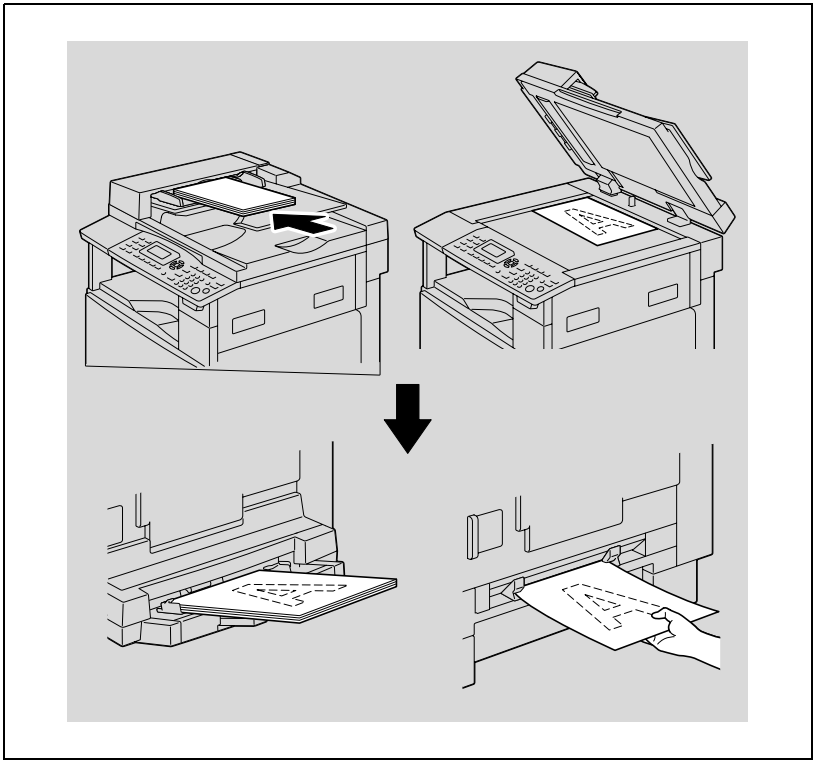


2 Adjust the tray extension and the paper guides to fit the size of paper being loaded.



– For details on specifying the settings for the paper size and paper type, refer to steps 4 through 7 of the procedures in "Copying onto manually fed paper (manual bypass tray)" on page 5-28 and "Copying onto manually fed paper (multi bypass tray)" on page 5-31.

– The relationship between the document image orientation and the orientation of the copy image printed on the paper is shown below.



Loading overhead projector transparencies into the bypass tray

Load overhead projector transparencies into the manual bypass tray one sheet at a time.

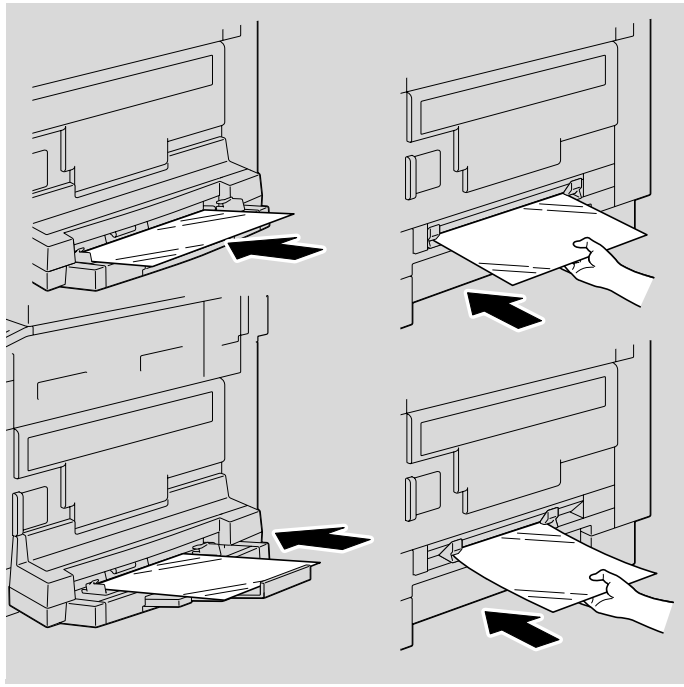
A maximum of 20 overhead projector transparencies can be loaded into the multi bypass tray.

...

Reminder

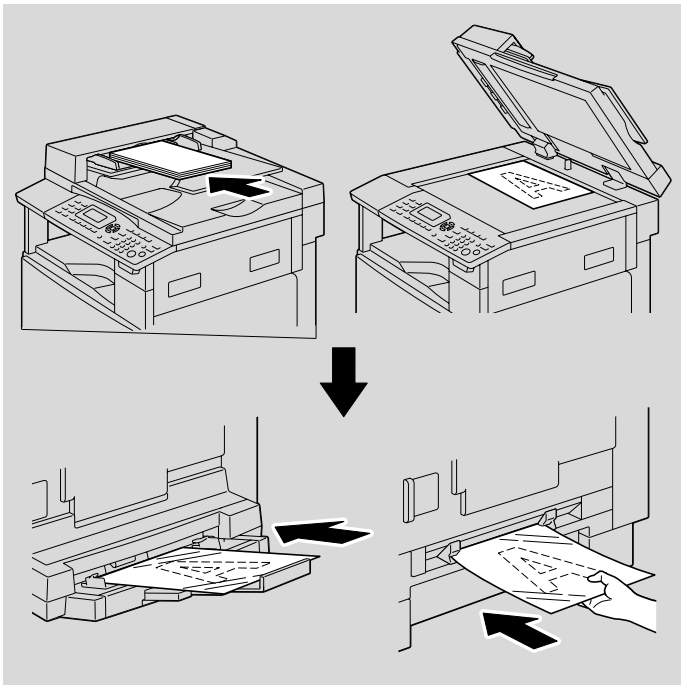
After overhead projector transparencies have been loaded, specify the paper size and paper type settings from the control panel.

➔ Load the overhead projector transparencies in either the ▭ or ▯ orientation, depending on the orientation of the document.



– For details on specifying the settings for the paper size and paper type, refer to steps 4 through 7 of the procedures in "Copying onto manually fed paper (manual bypass tray)" on page 5-28 and "Copying onto manually fed paper (multi bypass tray)" on page 5-31.

– The relationship between the document image orientation and the orientation of the copy image printed on the overhead projector transparency is shown below.



Loading label sheets into the bypass tray

Load label sheets into the manual bypass tray one sheet at a time.

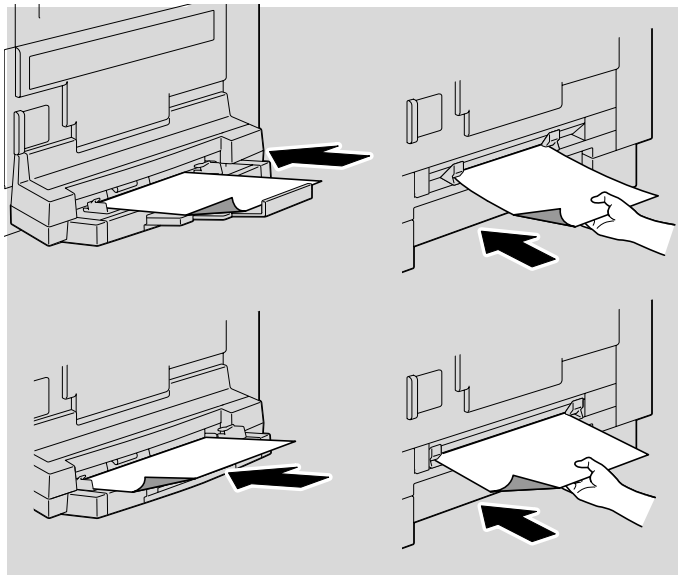
A maximum of 20 label sheets can be loaded into the multi bypass tray.

...

Reminder

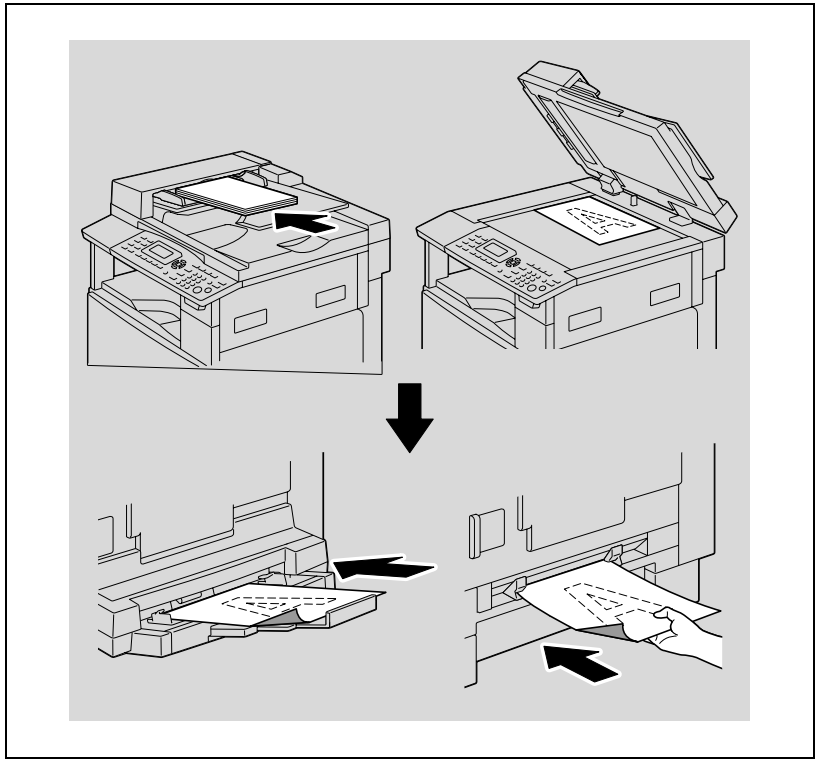
After label sheets have been loaded, specify the paper size and paper type settings from the control panel.

➔ Load the label sheets in either the ▭ or ▯ orientation, depending on the orientation of the document, with the side to be printed on facing down.



– For details on specifying the settings for the paper size and paper type, refer to steps 4 through 7 of the procedures in "Copying onto manually fed paper (manual bypass tray)" on page 5-28 and "Copying onto manually fed paper (multi bypass tray)" on page 5-31.

– The relationship between the document image orientation and the orientation of the copy image printed on the label sheet is shown below.



Loading envelopes into the bypass tray

Load envelopes into the manual bypass tray one at a time.

A maximum of 10 envelopes can be loaded into the multi bypass tray.

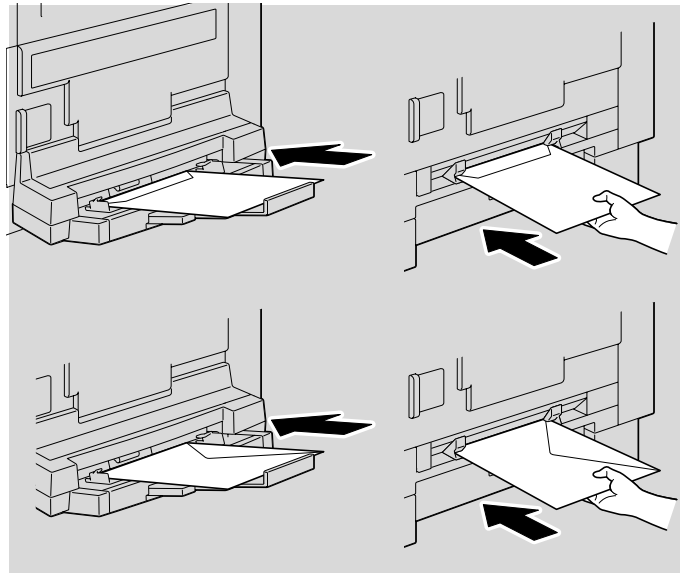
...

Reminder

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.

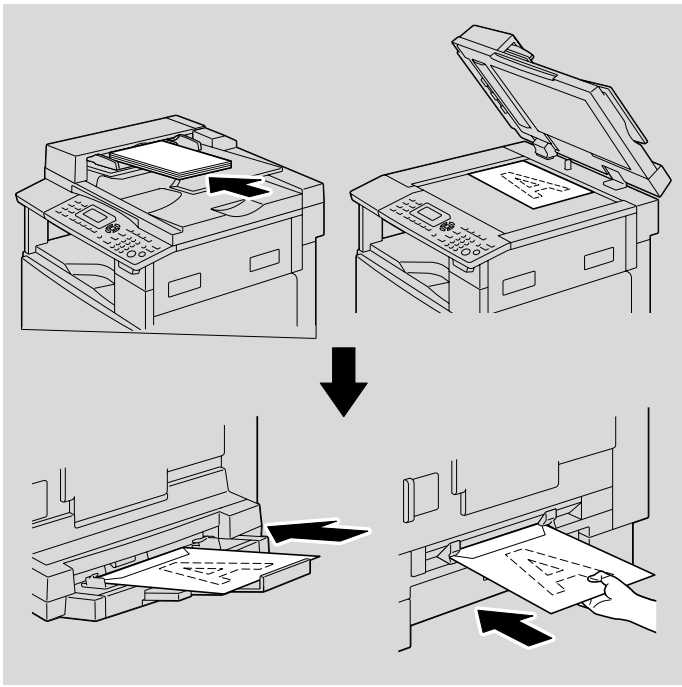
After envelopes have been loaded, specify the paper size and paper type settings from the control panel.

➔ Load envelopes with the flap side facing up, as shown in the illustration.



– For details on specifying the settings for the paper size and paper type, refer to steps 4 through 7 of the procedures in "Copying onto manually fed paper (manual bypass tray)" on page 5-28 and "Copying onto manually fed paper (multi bypass tray)" on page 5-31.

– The relationship between the document image orientation and the orientation of the copy image printed on the envelope is shown below.



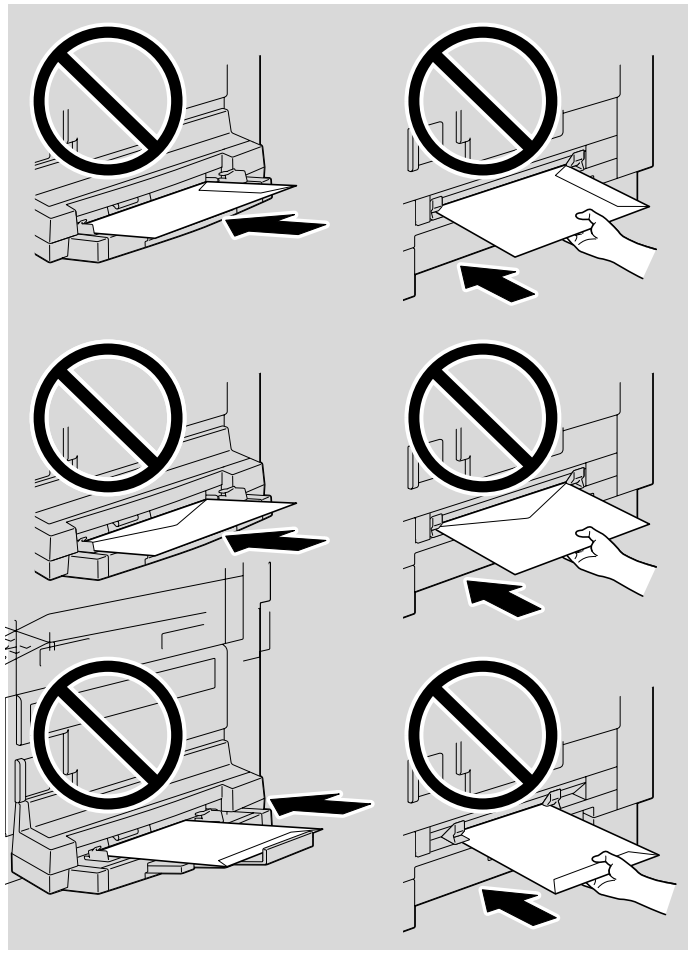
...

Reminder

Envelopes cannot be loaded in the orientation.

Do not load envelopes with the flap side facing down.

Do not load envelopes with the flap inserted last.



Copying onto manually fed paper (manual bypass tray)

...

Reminder

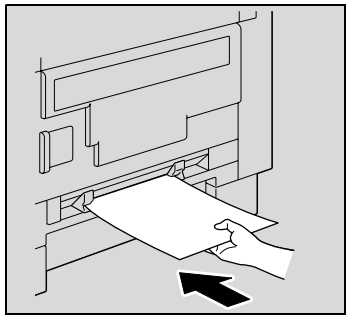
When loading thick paper or postcards, be sure to flatten them if they are curled.

1 Position the document to be copied.

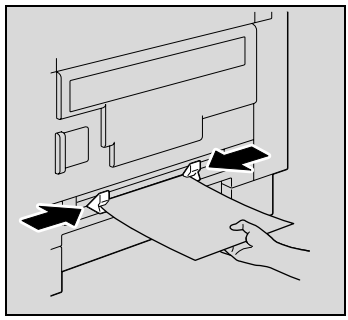
– Refer to "Loading the document" on page 4-18.

2 Insert one sheet of paper with the side to be printed on facing down, lightly sliding the paper as much as possible into the feed slot.

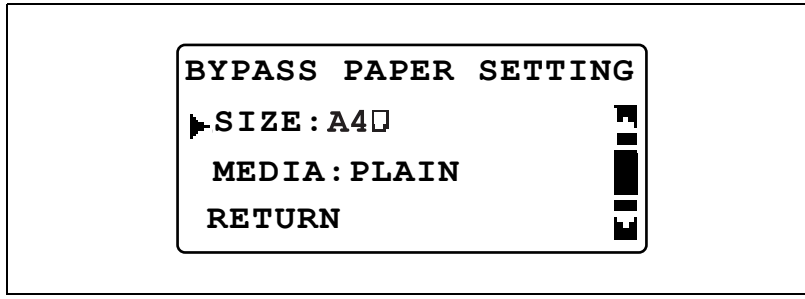
The BYPASS PAPER SETTING menu appears.



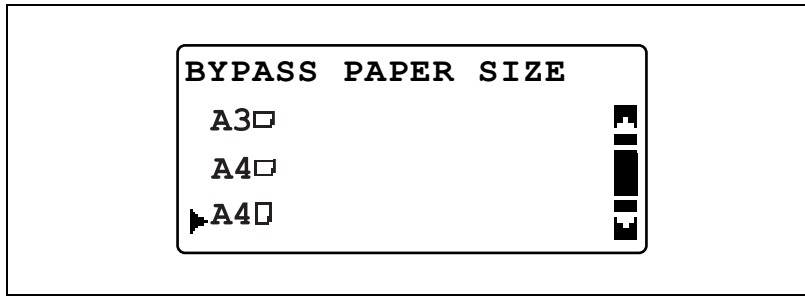
3 Slide the paper guides to fit the size of paper being loaded.



4 Press the [▲] or [▼] key until "SIZE" is selected, and then press the [OK] key.

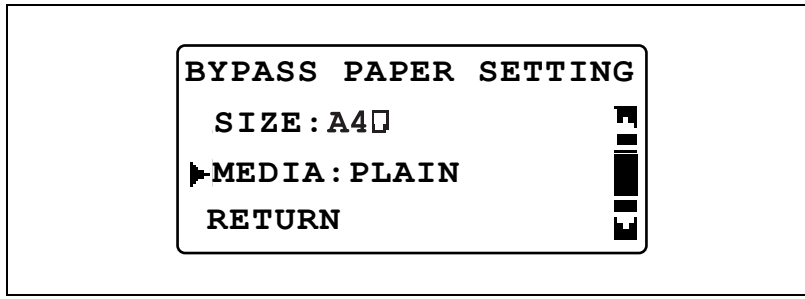


5 Press the [▲] or [▼] key until the appropriate paper size is selected, and then press the [OK] key.



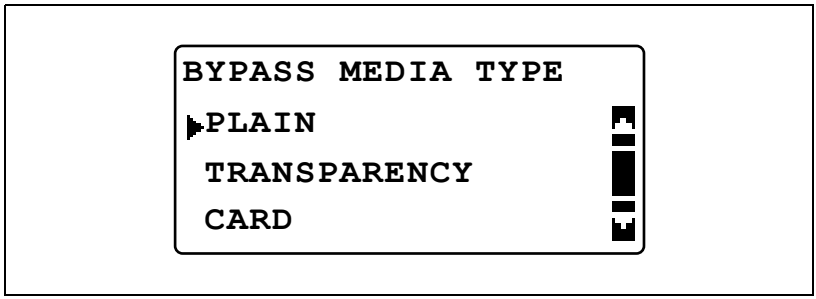
The BYPASS PAPER SETTING menu appears again.

6 Press the [▲] or [▼] key until "MEDIA" is selected, and then press the [OK] key.



7 Press the [▲] or [▼] key until the appropriate paper type is selected, and then press the [OK] key.

– "PLAIN", "TRANSPARENCY", "CARD" or "ENVELOPE" are available as paper type settings.



The BYPASS PAPER SETTING menu appears again.

8 Select "RETURN".

– To change the paper size or type setting, remove the inserted paper, and then repeat steps 2 through 8.

The main screen appears.

9 If necessary, specify any other copy settings.

– Refer to "Specifying a zoom setting" on page 5-53.
– Refer to "Selecting a density setting" on page 5-62.
– Refer to "Advanced copy operations" on page 6-3.

10 Press the [Start] key.

– To copy additional pages with the same settings, loading paper into the manual bypass tray automatically starts copying.
– To copy continuously on thick paper, postcards, overhead projector transparencies or envelopes, use the 1st paper drawer.

Copying onto manually fed paper (multi bypass tray)

...

Reminder

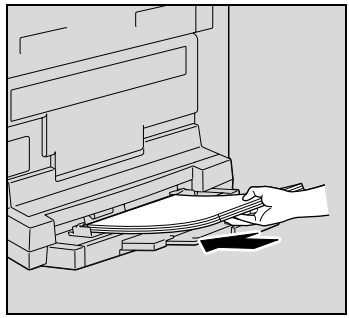
When loading thick paper or postcards, be sure to flatten them if they are curled.

1 Position the document to be copied.

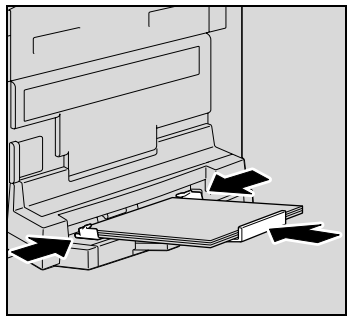
– Refer to "Loading the document" on page 4-18.

2 Load the paper with the side to be printed on facing down, lightly sliding the paper as much as possible into the feed slot.

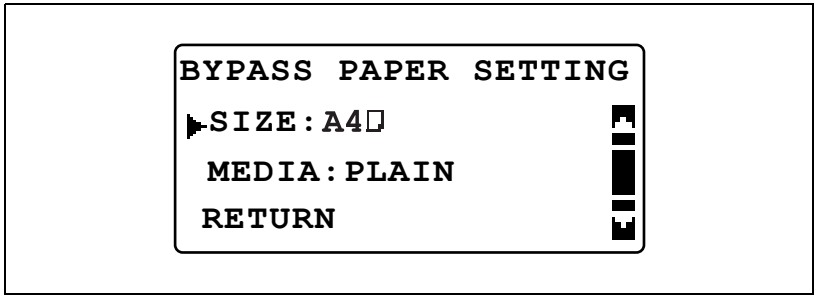
The BYPASS PAPER SETTING menu appears.



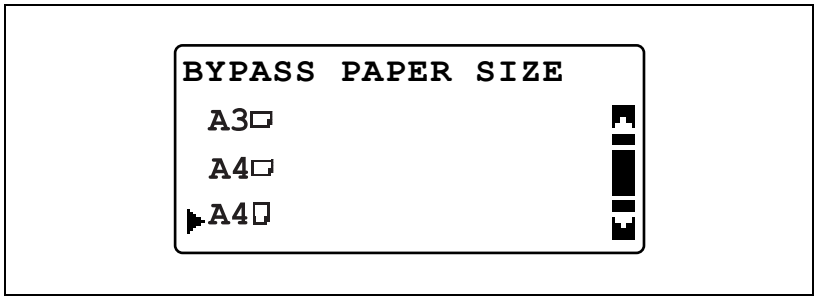
3 Adjust the tray extension and the paper guides to fit the size of paper being loaded.



4 Press the [▲] or [▼] key until "SIZE" is selected, and then press the [OK] key.

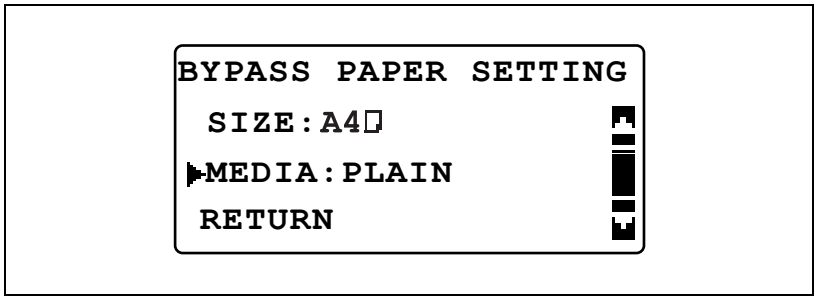


5 Press the [▲] or [▼] key until the appropriate paper size is selected, and then press the [OK] key.



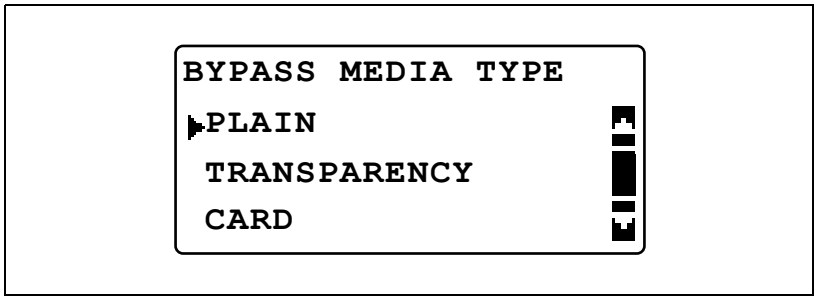
The BYPASS PAPER SETTING menu appears again.

6 Press the [▲] or [▼] key until "MEDIA" is selected, and then press the [OK] key.



7 Press the [▲] or [▼] key until the appropriate paper type is selected, and then press the [OK] key.

– "PLAIN", "TRANSPARENCY", "CARD" or "ENVELOPE" are available as paper type settings.



The BYPASS PAPER SETTING menu appears again.

8 Select "RETURN".

– To change the paper size or type setting, remove the inserted paper, and then repeat steps 2 through 8.

The main screen appears.

9 If necessary, specify any other copy settings.

– Refer to "Specifying a zoom setting" on page 5-53.
– Refer to "Selecting a density setting" on page 5-62.
– Refer to "Advanced copy operations" on page 6-3.

10 Press the [Start] key.

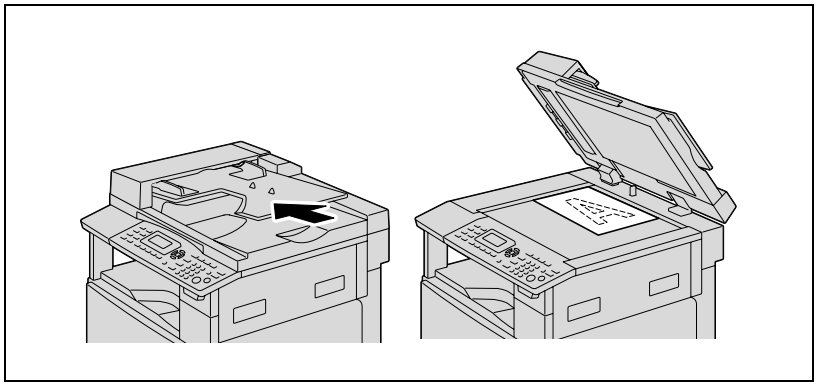
5.5 Copying onto various types of media

Copying onto overhead projector transparencies

As an example, the following procedure describes how to make copies onto overhead projector transparencies loaded into the 1st paper drawer.

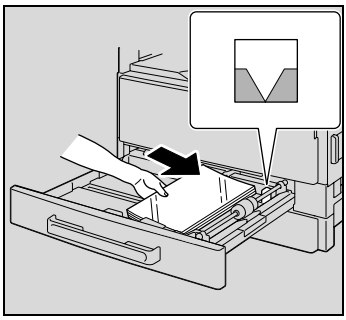
1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.



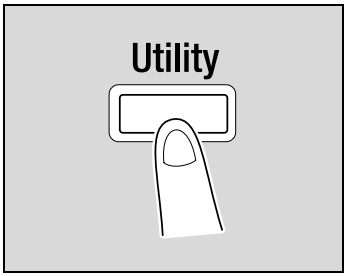
2 Adjust the paper guides in the 1st paper drawer, and then load the overhead projector transparencies into the drawer.

– Load the overhead projector transparencies in either the ▭ or ▯ orientation, depending on the orientation of the document.
– A maximum of 20 overhead projector transparencies can be loaded.

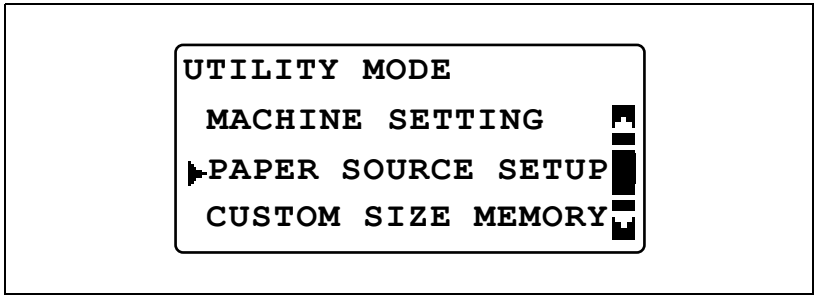


3 Press the [Utility] key.

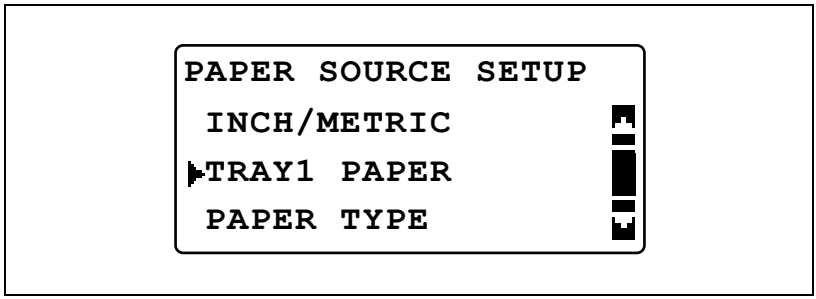
The UTILITY MODE menu appears.



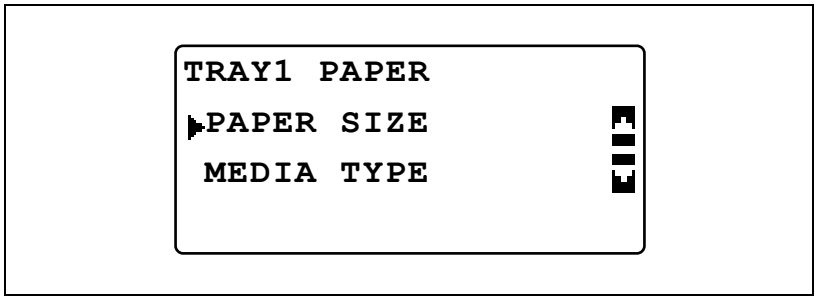
4 Press the [▲] or [▼] key until "PAPER SOURCE SETUP" is selected, and then press the [OK] key.



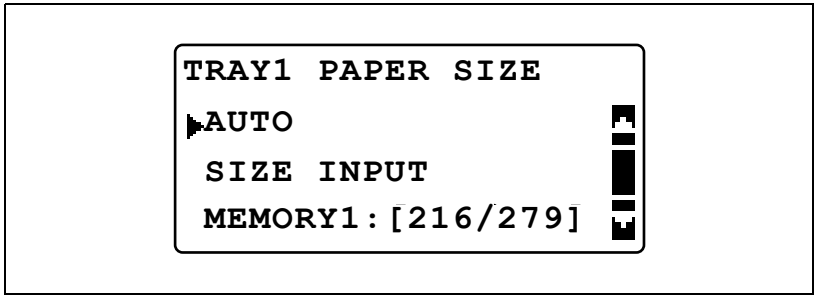
5 Press the [▲] or [▼] key until "TRAY1 PAPER" is selected, and then press the [OK] key.



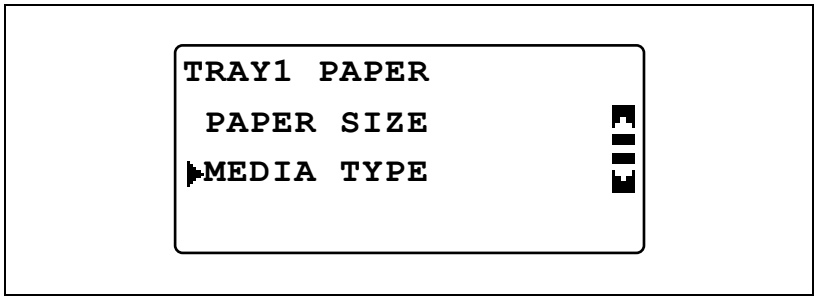
6 Press the [▲] or [▼] key until "PAPER SIZE" is selected, and then press the [OK] key.



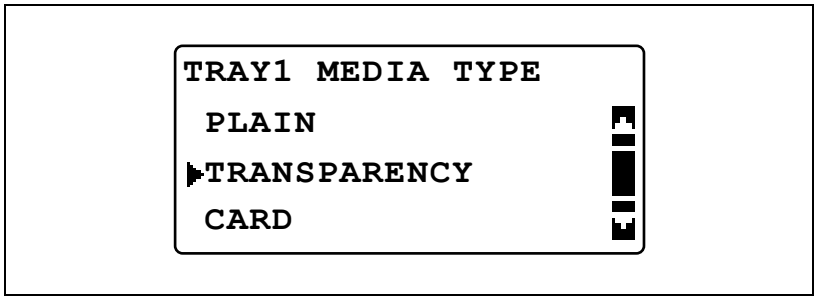
7 Press the [▲] or [▼] key until "AUTO" is selected, and then press the [OK] key.



8 Press the [▲] or [▼] key until "MEDIA TYPE" is selected, and then press the [OK] key.



9 Press the [▲] or [▼] key until "TRANSPARENCY" is selected, and then press the [OK] key.



10 Press the [Back] key twice.

11 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

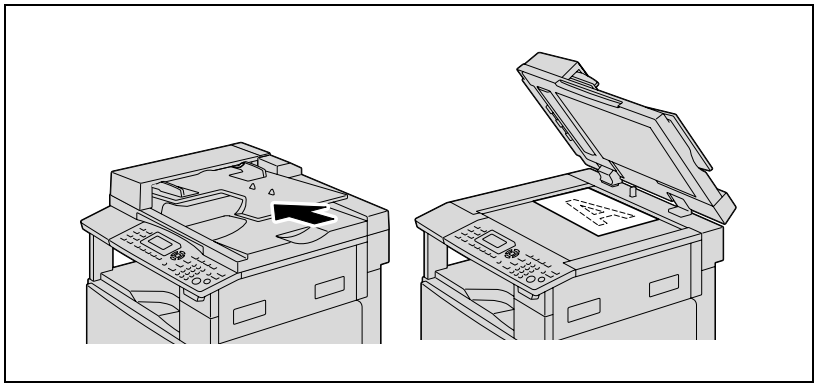
12 Press the [Start] key.

Copying onto label sheets

As an example, the following procedure describes how to make copies onto 200 mm ▭ 250 mm label sheets loaded into the 1st paper drawer.

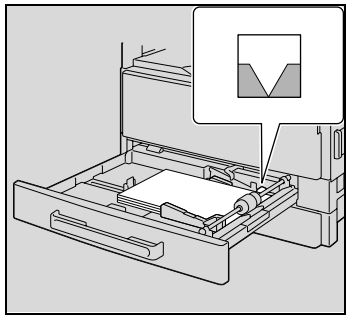
1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.



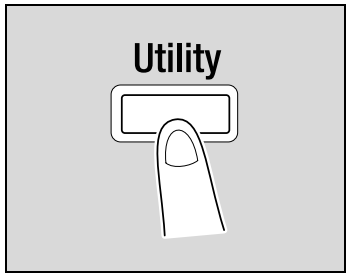
2 Adjust the paper guides in the 1st paper drawer, and then load the label sheets into the drawer.

– Load the label sheets so that the side to be printed on faces up, as shown in the illustration.

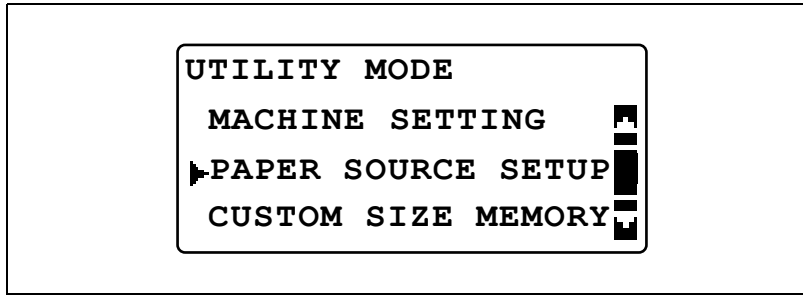


3 Press the [Utility] key.

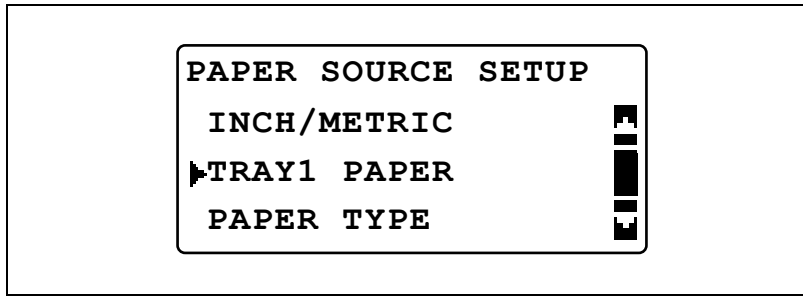
The UTILITY MODE menu appears.



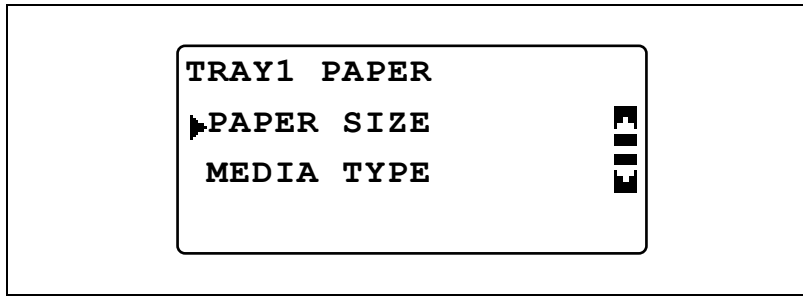
4 Press the [▲] or [▼] key until "PAPER SOURCE SETUP" is selected, and then press the [OK] key.



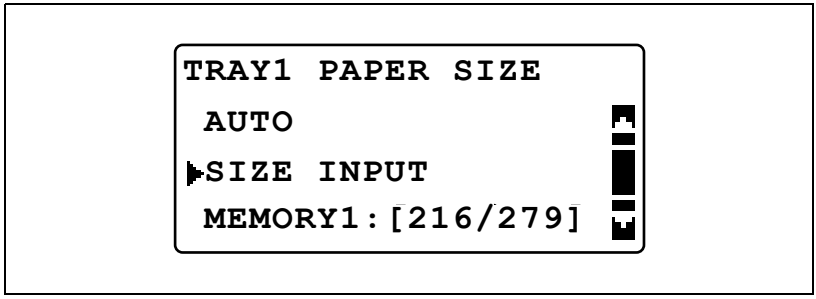
5 Press the [▲] or [▼] key until "TRAY1 PAPER" is selected, and then press the [OK] key.



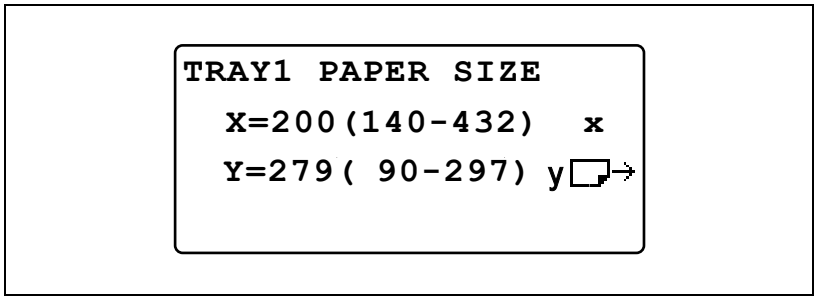
6 Press the [▲] or [▼] key until "PAPER SIZE" is selected, and then press the [OK] key.



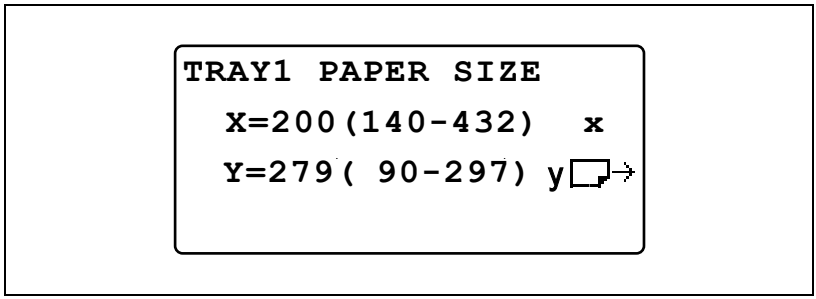
7 Press the [▲] or [▼] key until "SIZE INPUT" is selected, and then press the [OK] key.



8 Use the keypad to type in "200" for the length (X), and then press the [OK] key.

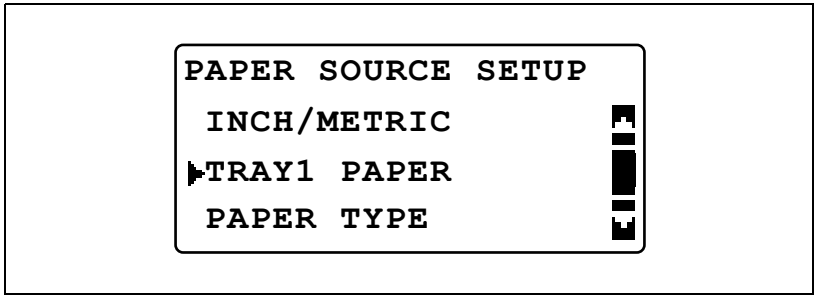


9 Use the keypad to type in "250" for the width (Y), and then press the [OK] key.

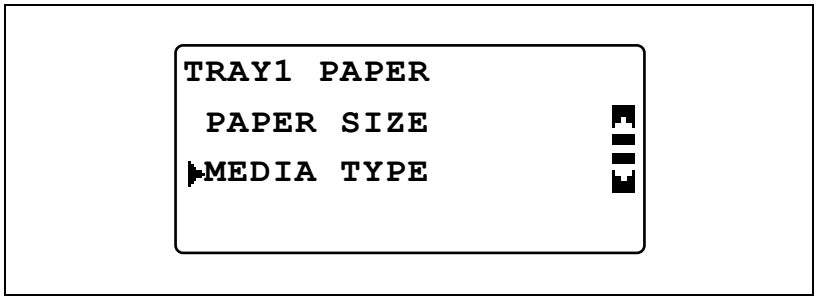


The PAPER SOURCE SETUP menu appears again.

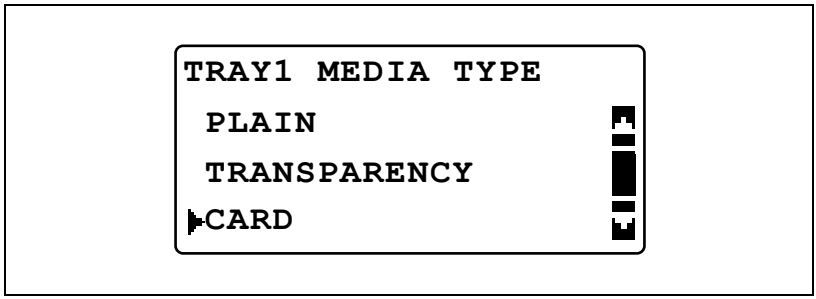
10 Press the [▲] or [▼] key until "TRAY1 PAPER" is selected, and then press the [OK] key.



11 Press the [▲] or [▼] key until "MEDIA TYPE" is selected, and then press the [OK] key.



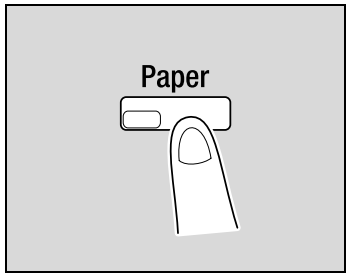
12 Press the [▲] or [▼] key until "CARD" is selected, and then press the [OK] key.



13 Press the [Back] key twice.

The main screen appears again.

14 Press the [Paper] key, and then select the 1st paper drawer.



15 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

16 Press the [Start] key.

Copying onto non-standard-sized paper

As an example, the following procedure describes how to make copies onto non-standard-sized paper (250 mm ▭ 180 mm) loaded into the manual bypass tray or the multi bypass tray.

...

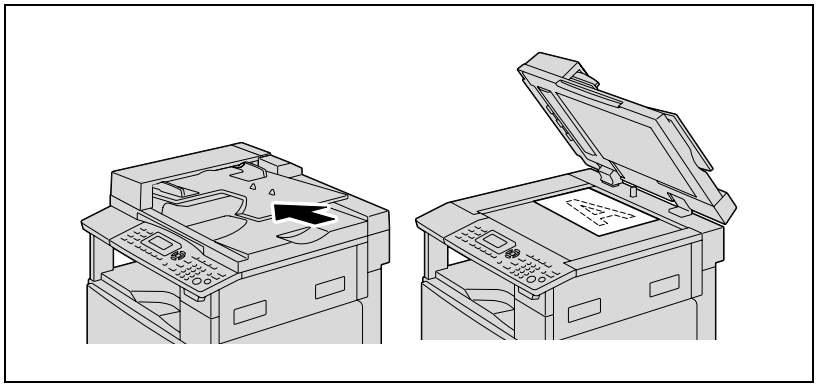
Note

When loading non-standard-sized documents and paper, be sure to first measure their sizes.

The document scales at the edges of the original glass are useful for measuring documents and paper.

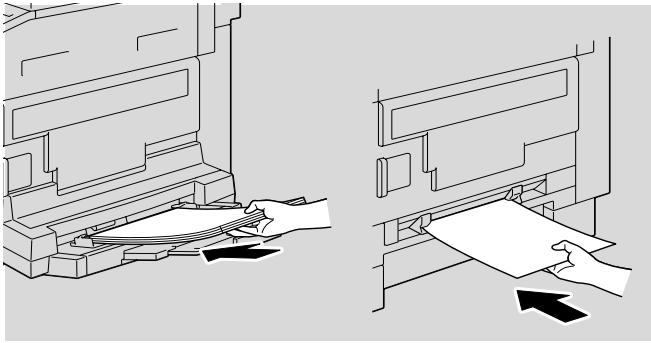
1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.



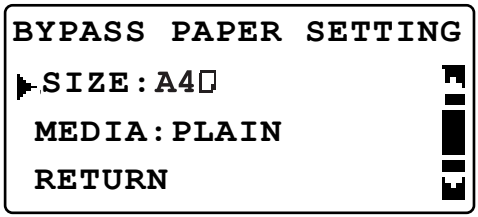
2 Adjust the paper guides in the bypass tray, and then load the paper into the tray.

- Load the paper so that the side to be printed on faces down.
- Load the paper into the manual bypass tray one sheet at a time.
- A maximum of 100 sheets of paper can be loaded into the multi bypass tray. Do not load so much paper into the multi bypass tray that the top of the stack is higher than the ▼ mark.

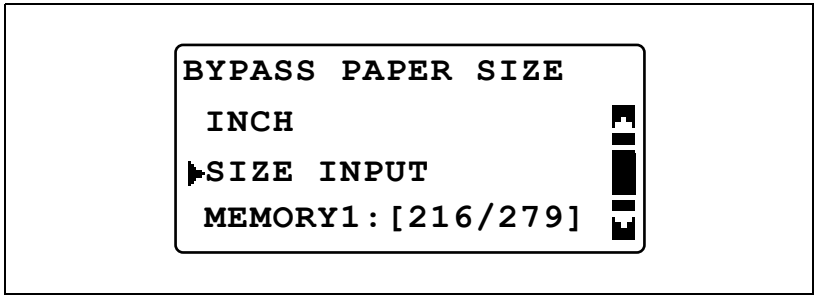


The BYPASS PAPER SETTING menu appears.

3 Press the [▲] or [▼] key until "SIZE" is selected, and then press the [OK] key.

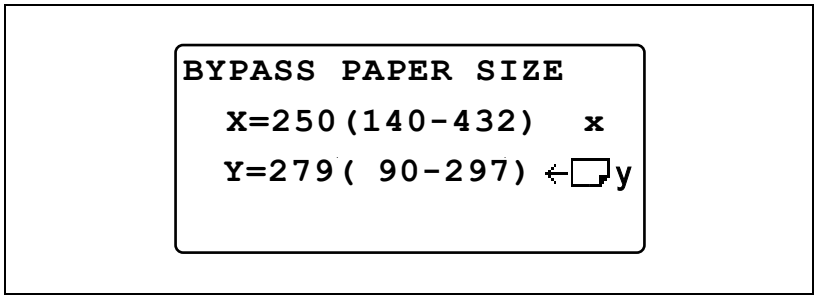


4 Press the [▲] or [▼] key until "SIZE INPUT" is selected, and then press the [OK] key.

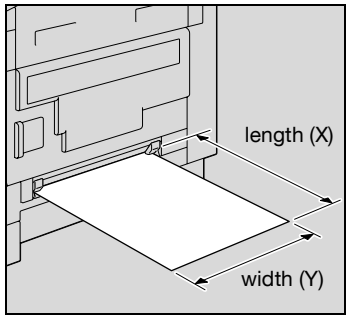


5 Use the keypad to type in "250" for the length (X), and then press the [OK] key.

– The paper length (X) can be set between 140 mm and 432 mm.

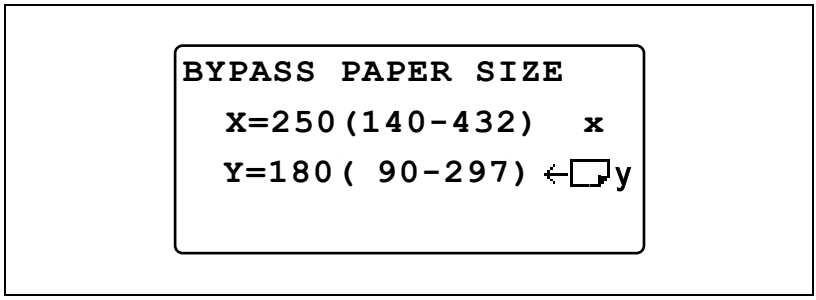


Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.



6 Use the keypad to type in "180" for the width (Y), and then press the [OK] key.

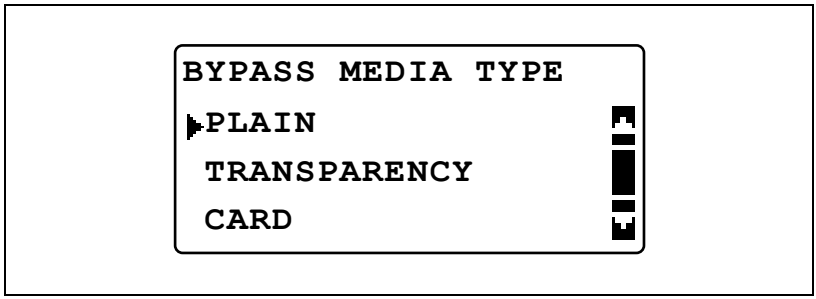
– The paper width (Y) can be set between 90 mm and 297 mm.



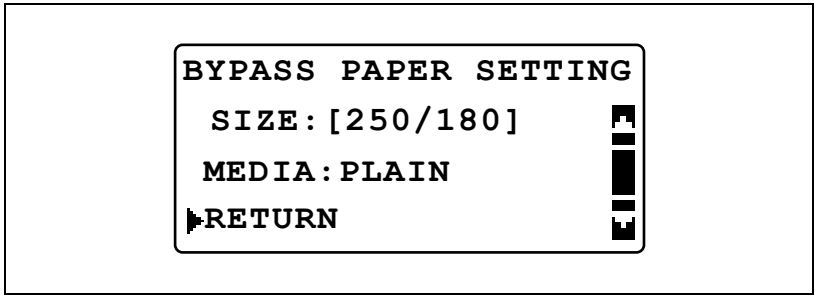
The BYPASS PAPER SETTING menu appears again.

7 Check that "MEDIA: PLAIN" appears in the third line of the screen.

– If any paper type setting other than that for plain paper is selected, select "MEDIA", and then select "PLAIN".



8 Press the [▲] or [▼] key until "RETURN" is selected, and then press the [OK] key.



The main screen appears.

9 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

10 Press the [Start] key.

- When making continuous copies using the manual bypass tray, continue loading paper into the tray.

Note

To correct the entered value, press the [Clear/Stop] key.

Copying onto envelopes

As an example, the following procedure describes how to make copies onto 200 mm 150 mm envelopes loaded into the manual bypass tray or the multi bypass tray.

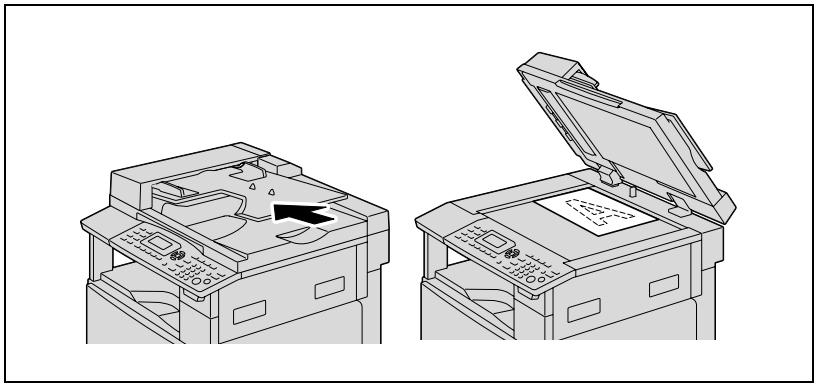
Note

When loading non-standard-sized documents and paper, be sure to first measure their sizes.

The document scales at the edges of the original glass are useful for measuring documents and paper.

1 Position the document to be copied.

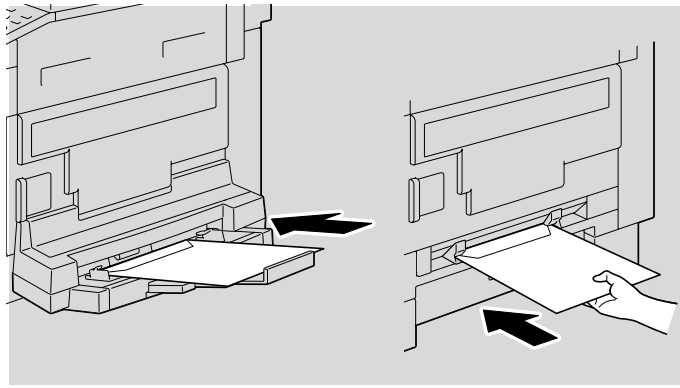
– Refer to "Loading the document" on page 4-18.



2 Adjust the paper guides in the bypass tray, and then load the envelopes into the tray.

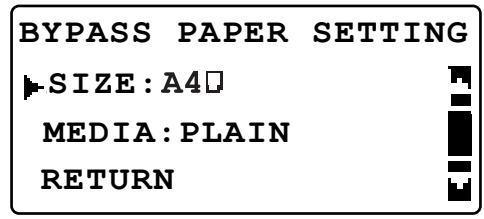
– Load the envelopes with the flap facing up so that the surface to be printed on faces down, as shown in the illustration.
– Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed.
– Load envelopes into the manual bypass tray one at a time.

– A maximum of 10 envelopes can be loaded into the multi bypass tray. Do not load so many envelopes into the multi bypass tray that the top of the stack is higher than the ▼ mark.

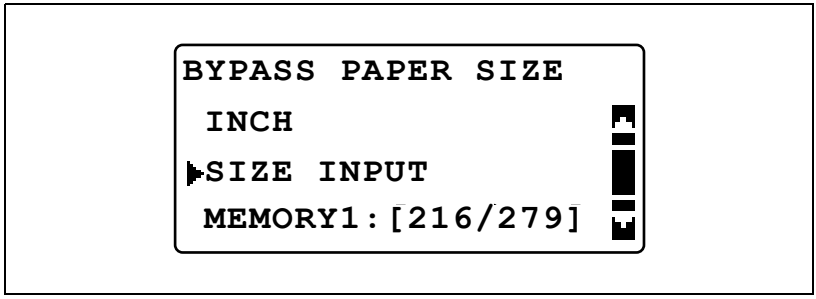


The BYPASS PAPER SETTING menu appears.

3 Press the [▲] or [▼] key until "SIZE" is selected, and then press the [OK] key.

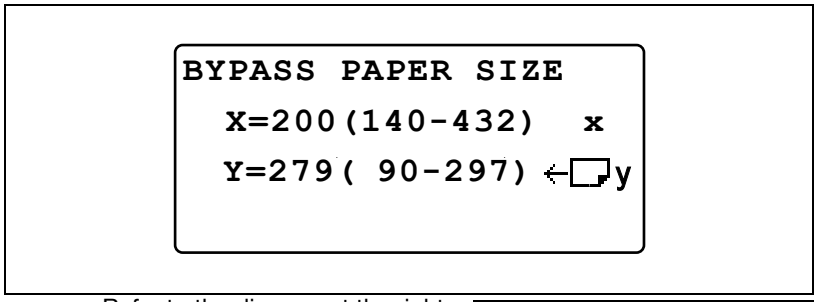


4 Press the [▲] or [▼] key until "SIZE INPUT" is selected, and then press the [OK] key.

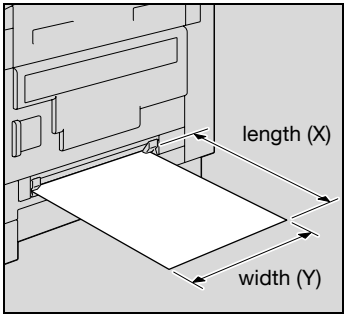


5 Use the keypad to type in "200" for the length (X), and then press the [OK] key.

– The paper length (X) can be set between 140 mm and 432 mm.

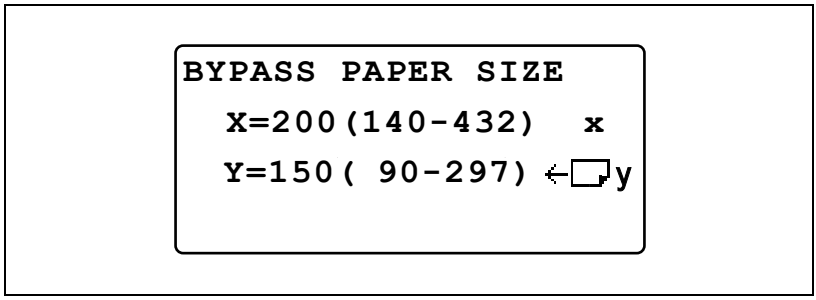


– Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.



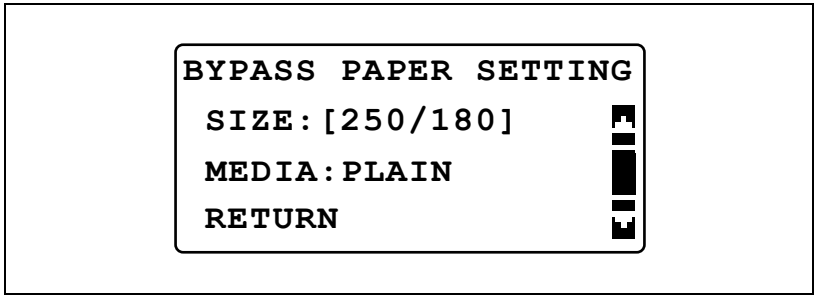
6 Use the keypad to type in "150" for the width (Y), and then press the [OK] key.

– The paper width (Y) can be set between 90 mm and 297 mm.

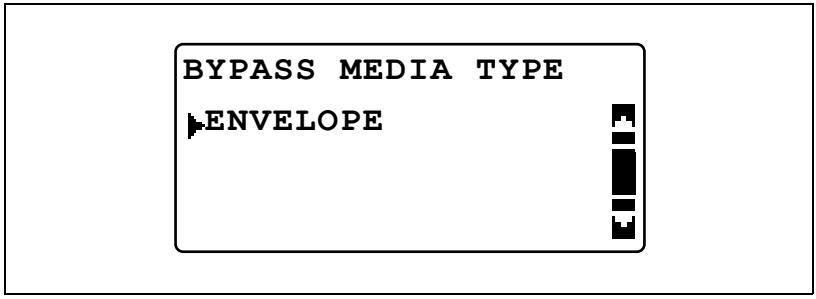


The BYPASS PAPER SETTING menu appears again.

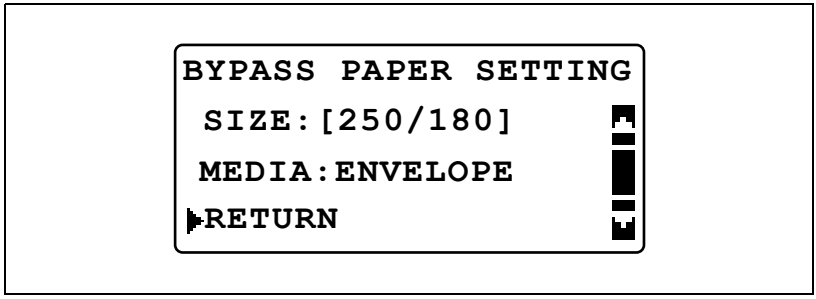
7 Press the [▲] or [▼] key until "MEDIA" is selected, and then press the [OK] key.



8 Press the [▲] or [▼] key until "ENVELOPE" is selected, and then press the [OK] key.



9 Press the [▲] or [▼] key until "RETURN" is selected, and then press the [OK] key.



The main screen appears.

10 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

11 Press the [Start] key.

- When making continuous copies using the manual bypass tray, continue loading paper into the tray.

Note

To correct the entered value, press the [Clear/Stop] key.

5.6 Specifying a zoom setting

By specifying a zoom ratio, the copy can be enlarged or reduced.

Zoom ratio settings

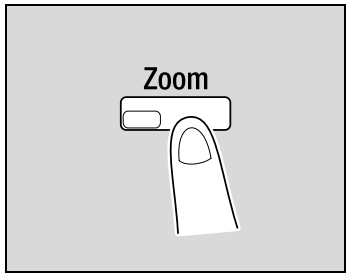
Zoom setting	Description
Full size	Copies are made at the same size as the document (100%).
AUTO	The most appropriate zoom ratio is automatically selected based on the size of the document loaded and the specified paper size.
FIXED	The most suitable zoom ratios for copying from common standard document sizes to standard paper sizes are available. 25% 50% 70% (A3➔A4, B4➔B5) 81% (B4➔A4, B5➔A5) 115% (B4➔A3, B5➔A4) 141% (A4➔A3, B5➔B4) 200% 400%
MANUAL	The zoom ratio can be set between 25% and 400%. The zoom ratio can be typed in directly by using the keypad. Each time [▲] or [▼] is pressed, the zoom ratio is increased or decreased by 1%.
X/Y ZOOM	Width: The zoom ratio can be set between 50% and 200%. Length: The zoom ratio can be set between 50% and 100%.The zoom ratio can be typed in directly by using the keypad. Each time [▲] or [▼] is pressed, the zoom ratio is increased or decreased by 1%.

Making copies using an auto zoom ratio

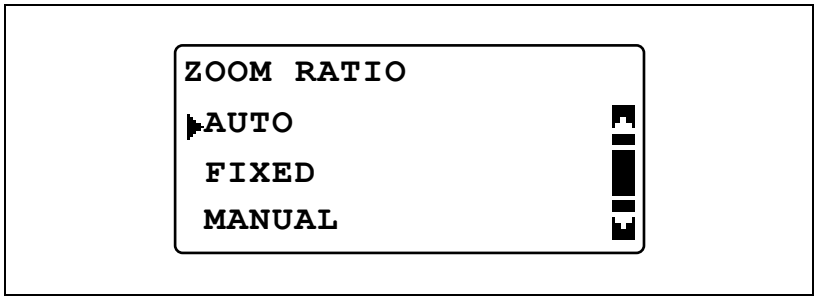
1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.

2 Press the [Zoom] key.



3 Press the [▲] or [▼] key until "AUTO" is selected, and then press the [OK] key.



4 If necessary, specify any other copy settings.

– Refer to "Before making copies" on page 4-3.
– Refer to "Advanced copy operations" on page 6-3.

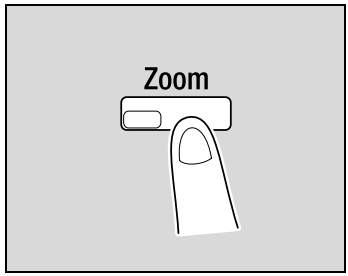
5 Press the [Start] key.

Making copies using a preset zoom setting

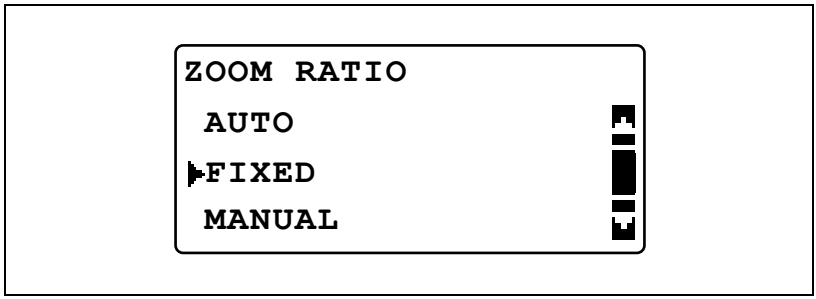
1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.

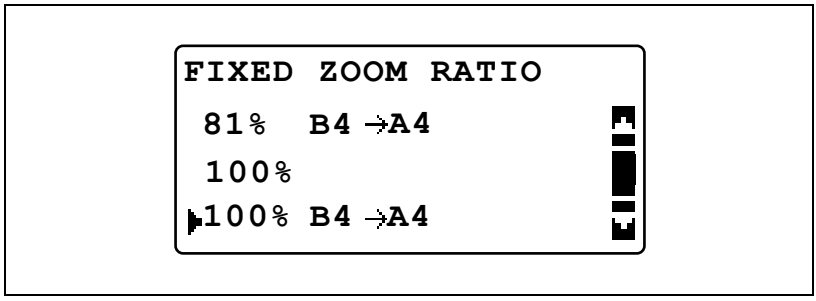
2 Press the [Zoom] key.



3 Press the [▲] or [▼] key until "FIXED" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until the desired zoom ratio is selected, and then press the [OK] key.



5 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

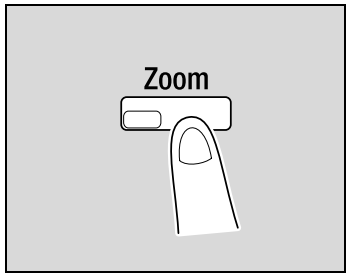
6 Press the [Start] key.

Making copies using a manual zoom ratio

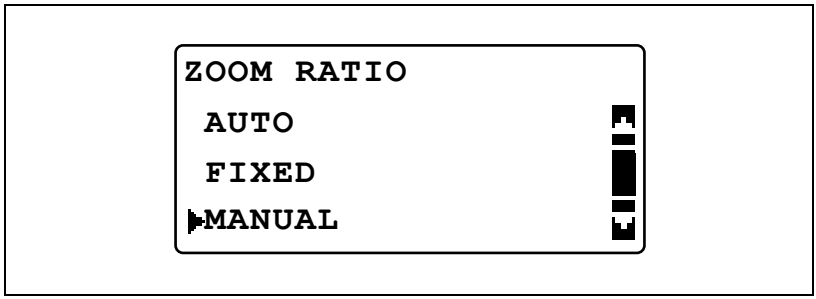
1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.

2 Press the [Zoom] key.

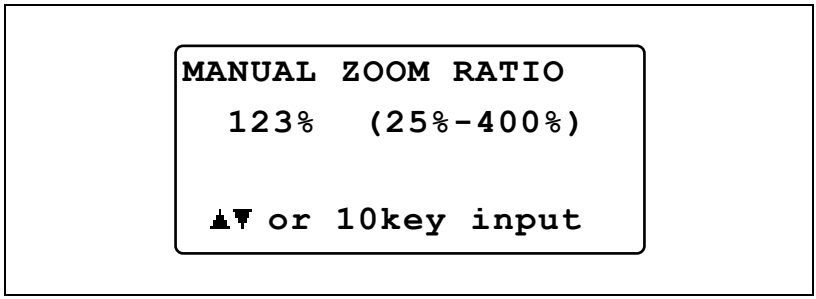


3 Press the [▲] or [▼] key until "MANUAL" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key or use the keypad to specify the desired zoom ratio, and then press the [OK] key.

– When specified using the [▲] and [▼] keys, the zoom ratio is set in 1% increments.



5 If necessary, specify any other copy settings.

- Refer to "Selecting the paper source" on page 5-13.
- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

6 Press the [Start] key.

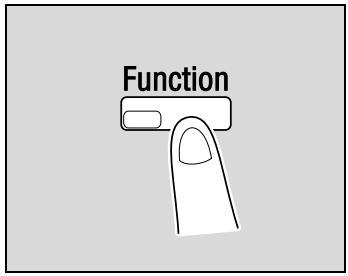
Making copies using separate horizontal and vertical zoom ratios

1 Position the document to be copied.

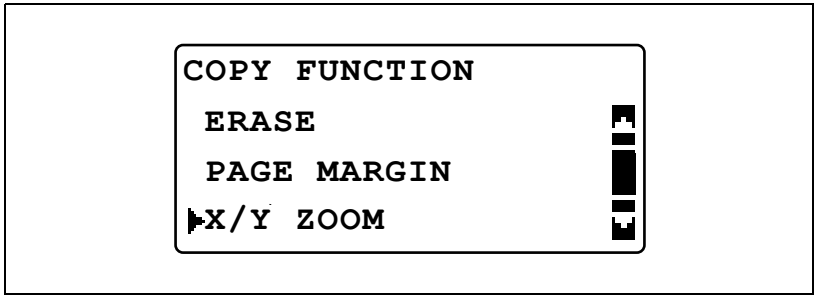
– Refer to "Loading the document" on page 4-18.

2 Press the [Function] key.

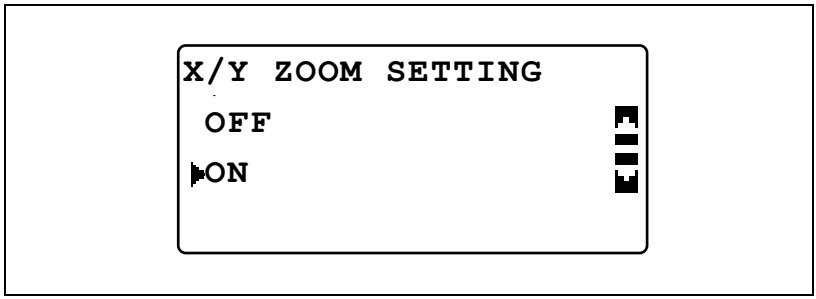
The COPY FUNCTION menu appears.



3 Press the [▲] or [▼] key until "X/Y ZOOM" is selected, and then press the [OK] key.

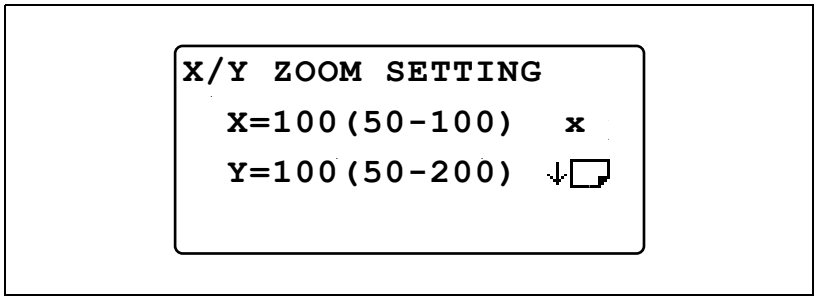


4 Press the [▲] or [▼] key until "ON" is selected, and then press the [OK] key.



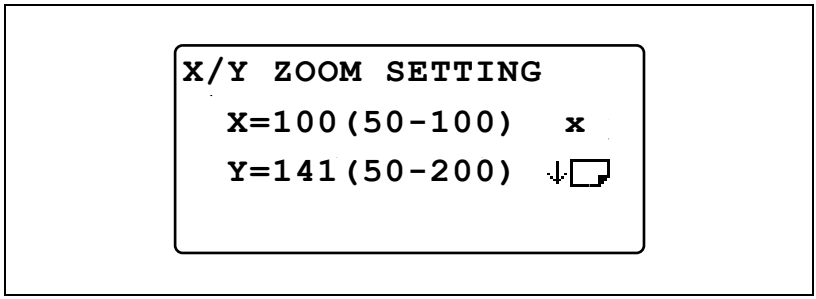
5 Press the [▲] or [▼] key or use the keypad to specify the zoom ratio for the length (X), and then press the [OK] key.

– When specified using the [▲] and [▼] keys, the zoom ratio is set in 1% increments.



6 Press the [▲] or [▼] key or use the keypad to specify the zoom ratio for the width (Y), and then press the [OK] key.

– When specified using the [▲] and [▼] keys, the zoom ratio is set in 1% increments.



7 Press the [Back] key.

The main screen appears again.

8 If necessary, specify any other copy settings.

– Refer to "Selecting the paper source" on page 5-13.
– Refer to "Before making copies" on page 4-3.
– Refer to "Advanced copy operations" on page 6-3.

9 Press the [Start] key.



Note

To correct the specified value, press the [Clear/Stop] key, and then specify the correct value.

5.7 Selecting a density setting

Document type and copy density settings

- "TEXT" setting:
  Select this setting when copying text documents to emphasize contours and reproduce text documents with sharpness.
  The automatic density level and 9 manual density levels are available.
  – "AUTO" Density setting: The density level is automatically adjusted according to the document being copied.
  – "MANUAL" Density setting Press the [◀] key (lighter) and the [▶] key (darker) to adjust the density according to the document to be copied.
- "PHOTO" setting:
  Select this setting when copying documents containing many areas with halftones (intermediate colors), such as photographs.
  The "AUTO" Density setting cannot be selected if the "PHOTO" setting is selected.
- "TEXT/PHOTO" setting:
  Select this setting when copying documents containing both text and photos.
  The automatic density level and 9 manual density levels are available.
  – "AUTO" Density setting: The density level is automatically adjusted according to the document being copied.
  – "MANUAL" Density setting In order to prevent the image on the back of newspaper or magazine articles from appearing in the copy, press the [◀] key (lighter) to select a lighter density level. In order to reproduce pale colors in bright areas of the image, press the [▶] key (darker) to select a darker density level.

...

Note

Selecting a density level that is too dark may cause the media color of the document to be reproduced, and selecting a level that is too light may produce a very faint copy. Therefore, select the appropriate level depending on the document.

Making copies after specifying a copy density

...

Note

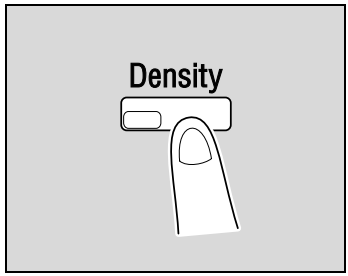
If "PHOTO" is selected as the image quality, "AUTO" cannot be selected.

1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.

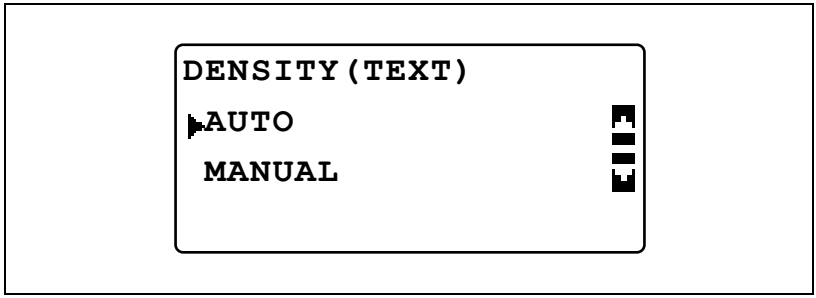
2 Press the [Density] key.

The DENSITY menu appears.

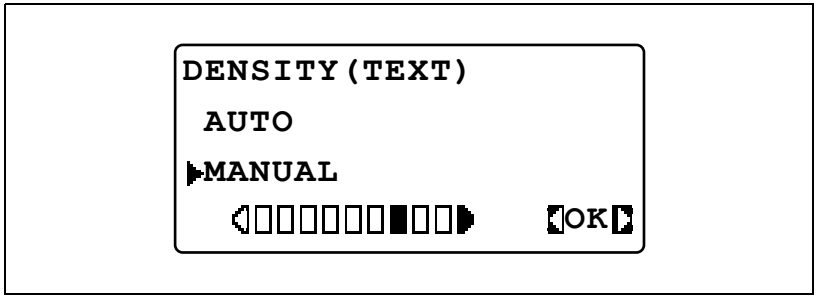


3 Press the [▲] or [▼] key until "AUTO" or "MANUAL" is selected.

– If "AUTO" was selected, press the [OK] key.



– If "MANUAL" was selected, press the [◀] or [▶] key until one of the nine density levels is selected, and then press the [OK] key.



The main screen appears again.

4 If necessary, specify any other copy settings.

– Refer to "Selecting the paper source" on page 5-13.
– Refer to "Before making copies" on page 4-3.
– Refer to "Advanced copy operations" on page 6-3.

5 Press the [Start] key.

5.8 Interrupting a copy job

Long continuous copy or computer printing operations can quickly be paused by pressing the [Interrupt] key in order to copy a different document.

To interrupt a copy job

Detail

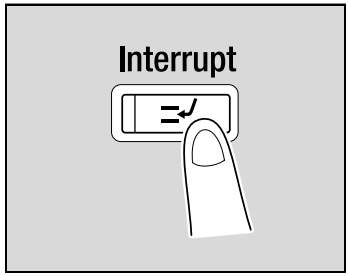
Some copy operations cannot be interrupted. In addition, some functions are not available while a copy job is interrupted. For details, refer to "Function combination matrix" on page 10-10.

If the document is placed on the original glass and 2in1 or 4in1 copies are being produced, the copy job cannot be interrupted.

When the [Interrupt] key is pressed, all settings are reset to their defaults.

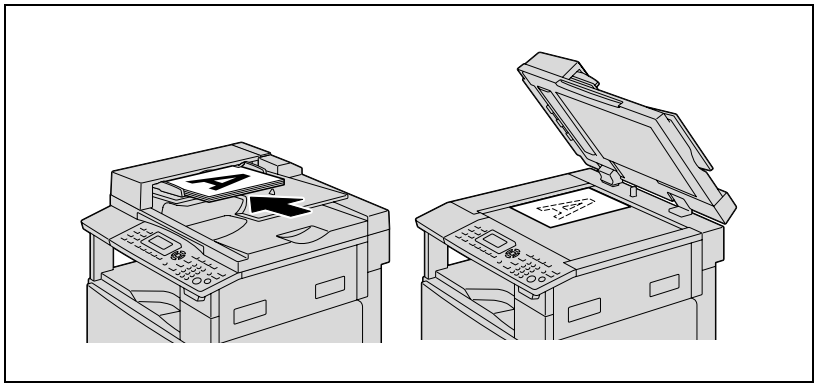
1 Press the [Interrupt] key.

The indicator on the [Interrupt] key lights up, and the current copy/print operation is paused.



2 Remove the current document, and then load the other document to be copied.

– While a computer document is being printed, load the document to be copied.



3 If necessary, specify any other copy settings.

- Refer to "Selecting the paper source" on page 5-13.
- Refer to "Specifying a zoom setting" on page 5-53.
- Refer to "Selecting a density setting" on page 5-62.
- Refer to "Advanced copy operations" on page 6-3.

4 Using the keypad, type in the desired number of copies, and then press the [Start] key.

Printing for the interrupting job begins.

5 After copying of the interrupting job is finished, press the [Interrupt] key.

The indicator on the [Interrupt] key goes off, and the machine returns to the mode before the operation was paused.

6 Reload the document that was removed in step 2.

- For printing from the computer, continue with step 7.

7 Press the [Start] key.

The interrupted copy/print job or computer printing job continues.

5.9 Checking machine counters

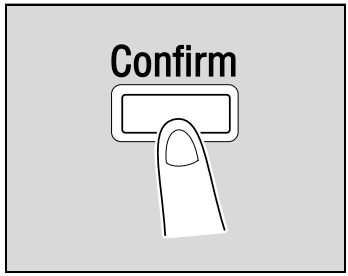
Pressing the [Confirm] key displays the total number of pages printed since the machine was installed.

Machine counters that can be checked

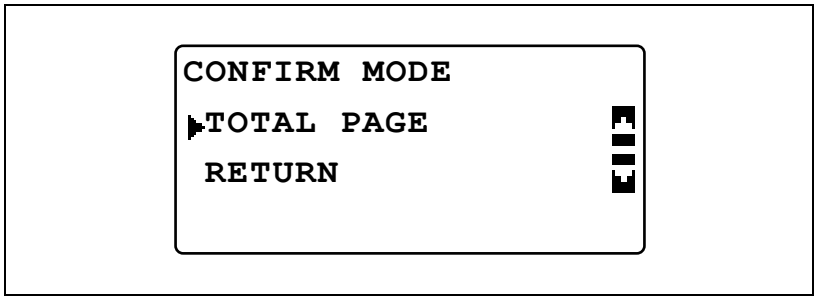
Machine counter	Description
TOTAL COUNT	This counter shows the total number of pages printed since this machine was installed.
SIZE COUNT	This counter shows the total number of copies/printouts printed on the specified paper size. (The paper size that is counted should be set by the service representative.)
TOTAL SCAN	This counter shows the total number of scans made since this machine was installed. (Scans made during copying are not included.)
TX PAGES	This counter shows the total number of pages faxed since this machine was installed.
RX PAGES	This counter shows the total number of fax pages received since this machine was installed.

1 With the main screen displayed, press the [Confirm] key.

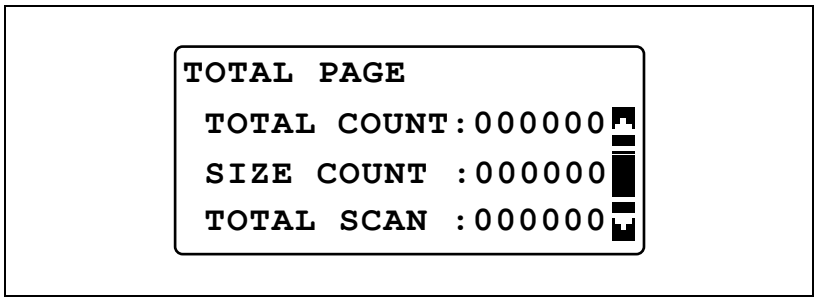
The CONFIRM MODE menu appears.

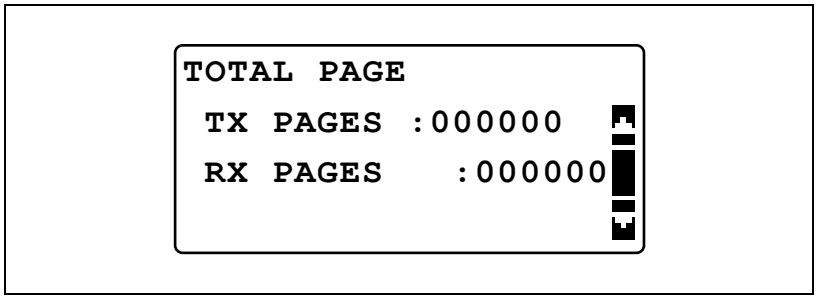


2 Press the [▲] or [▼] key until "TOTAL PAGE" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until the counter to be checked is selected.





4 Press the [OK] key.

The CONFIRM MODE menu appears again.

5 Press the [Back] key.

The main screen appears again.

6 Advanced copy operations

6 Advanced copy operations

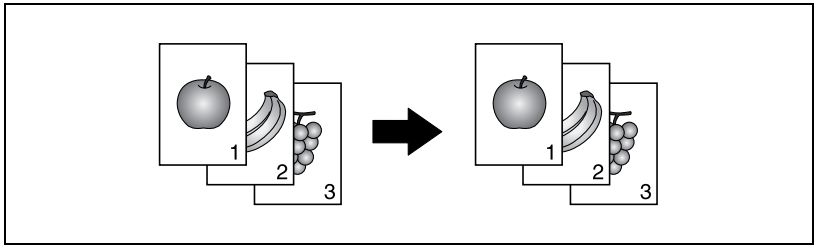
6.1 Finishing settings (SORT/GROUP)

When copying/printing two or more sets of a document, the copies can be divided either by sets containing a copy of each page (sorted) or by pages (grouped).

Finishing methods

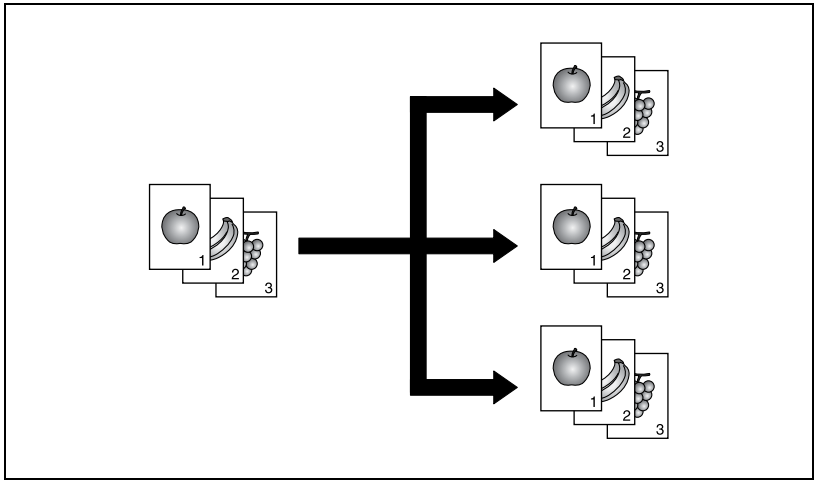
NON-SORT

The copies are fed out and stacked on top of each other as they are printed.



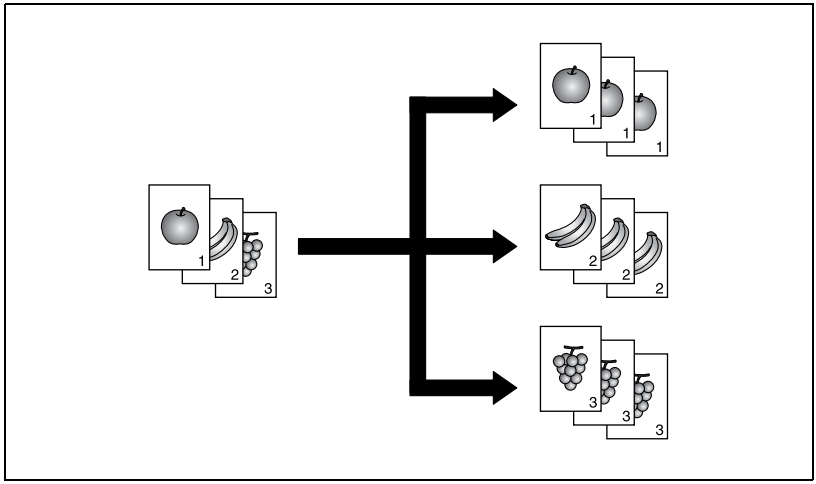
SORT

The copies are automatically divided into the specified number of sets with each set containing a copy of each page of the multi-page document.



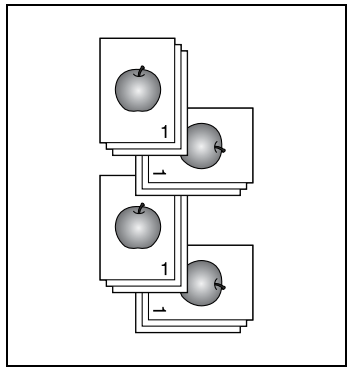
GROUP

The copies are divided into sets of each page of the multi-page document.



Crisscross sorting

Each copy set is fed out in an alternating crisscross pattern of the ▭ and ▯ orientations.



Detail

In order to feed out copies in a crisscross pattern, the following conditions must be met.

A4- or B5-size paper is used.

Paper of the same size and type is loaded with the ▭ orientation in one paper drawer and with the ▯ orientation in another drawer.

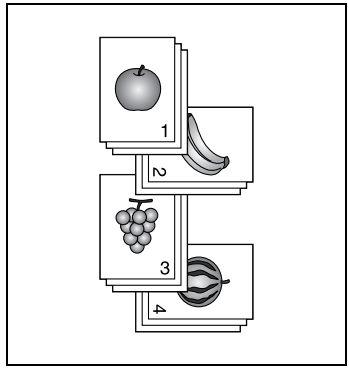
The "AUTO" Paper setting is selected.

The "Mixed Original" setting is not selected.

The "CRISSCROSS MODE" parameter in Utility mode is set to "ON". (Refer to "Selecting the setting for crisscross feeding ("CRISSCROSS MODE" parameter)" on page 7-80.)

Crisscross grouping

Each page set is fed out in an alternating crisscross pattern of the ▭ and ▯ orientations.



Making copies using a finishing setting (with the document loaded into the document feeder)

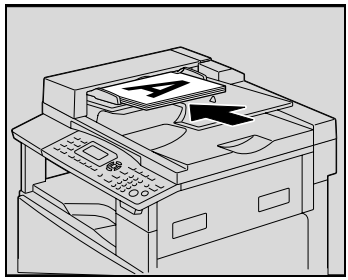
...

Note

"GROUP" appears only if the document feeder or reverse automatic document feeder is installed.

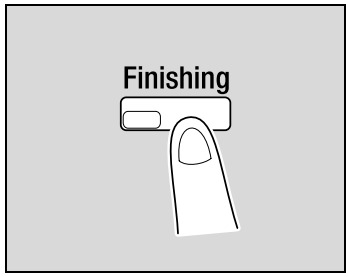
1 Load the document into the document feeder.

– Refer to "Loading the document" on page 4-18.

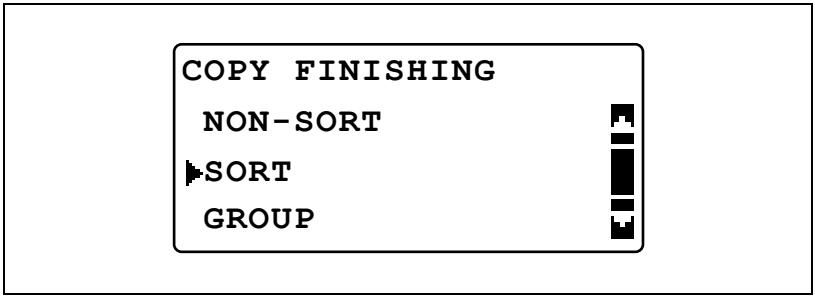


2 Press the [Finishing] key.

The COPY FINISHING menu appears.



3 Press the [▲] or [▼] key until "SORT" or "GROUP" is selected, and then press the [OK] key.



The indicator on the [Finishing] key lights up.

4 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

5 Using the keypad, type in the desired number of copies, and then press the [Start] key.



Note

If no Finishing setting is selected, the indicator on the [Finishing] key does not light up.

Making copies using a finishing setting (with the document placed on the original glass)

...

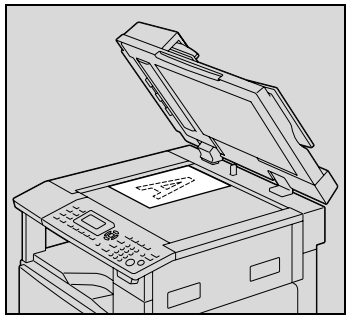
Note

"GROUP" appears only if the document feeder or reverse automatic document feeder is installed.

1 Lift open the document feeder.

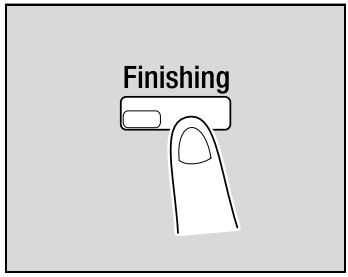
2 Position the first page of the document on the original glass.

– Refer to "Loading the document" on page 4-18.

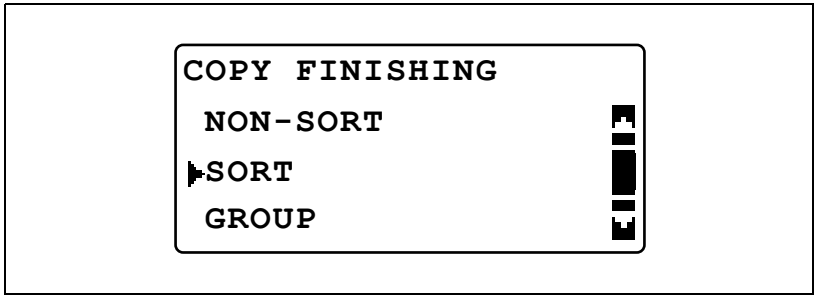


3 Press the [Finishing] key.

The COPY FINISHING menu appears.



4 Press the [▲] or [▼] key until "SORT" or "GROUP" is selected, and then press the [OK] key.



The indicator on the [Finishing] key lights up.

5 If necessary, specify any other copy settings.

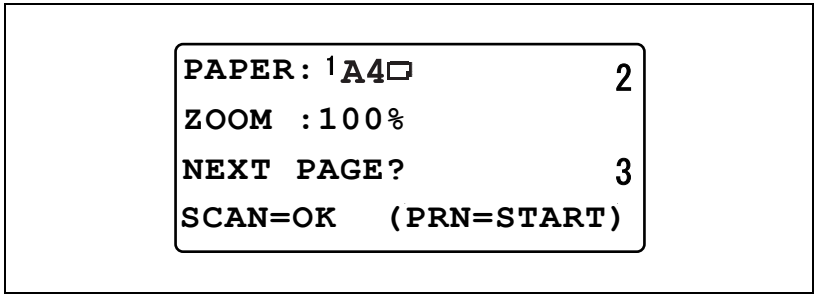
– Refer to "Before making copies" on page 4-3.
– Refer to "Advanced copy operations" on page 6-3.

6 Using the keypad, type in the desired number of copies, and then press the [Start] key.

7 Place the next document page on the original glass, and then press the [OK] key.

– Repeat this step for all pages of the document.

The number of document pages that have been scanned is displayed.

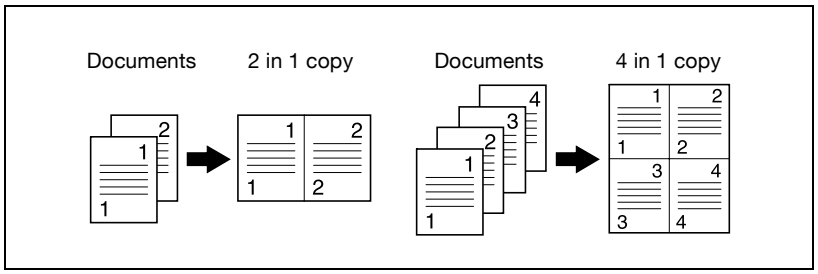


8 Press the [Start] key.

Note

If no Finishing setting is selected, the indicator on the [Finishing] key does not light up.

6.2 Making 2in1 or 4in1 copies



Using the original glass

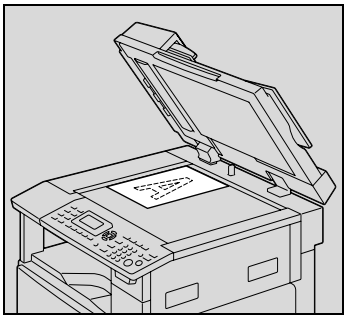
Note

If the document is placed on the original glass and 2in1 or 4in1 copies are being produced, the copy job cannot be interrupted.

1 Lift open the document feeder.

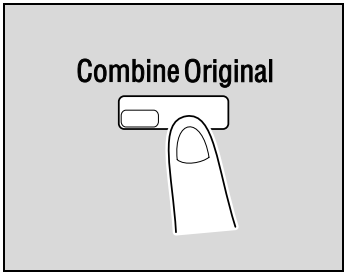
2 Position the first page of the document on the original glass.

– Refer to "Loading the document" on page 4-18.

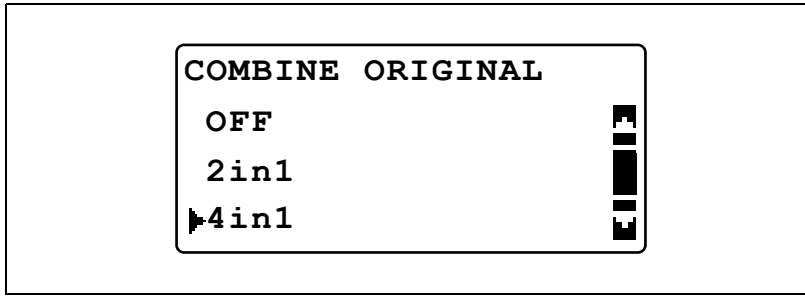


3 Press the [Combine Original] key.

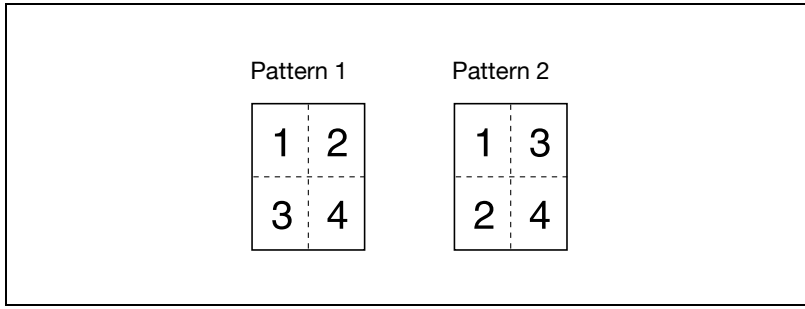
The COMBINE ORIGINAL menu appears.



4 Press the [▲] or [▼] key until "2in1" or "4in1" is selected, and then press the [OK] key.



– Two page arrangements are available for 4in1 copies. The manufacturer's default setting is "PATTERN1".



– For details on specifying the setting, refer to "Selecting the 4in1 page order ("4IN1 COPY ORDER" parameter)" on page 7-74.

The indicator on the [Combine Original] key lights up.

5 If necessary, specify any other copy settings.

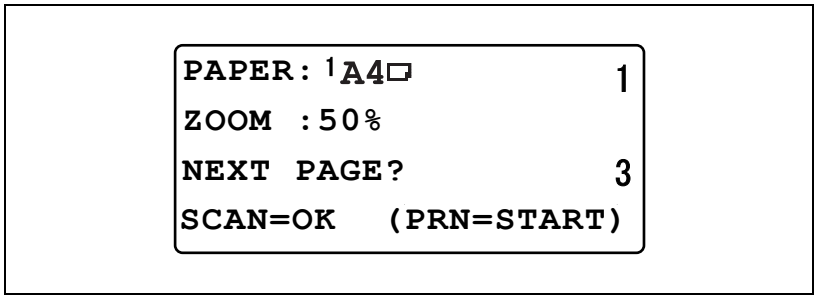
– Refer to "Before making copies" on page 4-3.
– Refer to "Advanced copy operations" on page 6-3.
– If multiple copies are to be printed, press the [Finishing] key, and then select "SORT".

6 Using the keypad, type in the desired number of copies, and then press the [Start] key.

7 Place the next document page on the original glass, and then press the [OK] key.

– Repeat this step for all pages of the document.

The number of document pages that have been scanned is displayed.

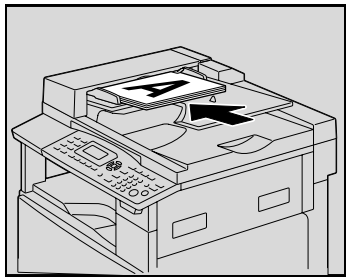


8 After all document pages have been scanned, press the [Start] key.

Using the document feeder

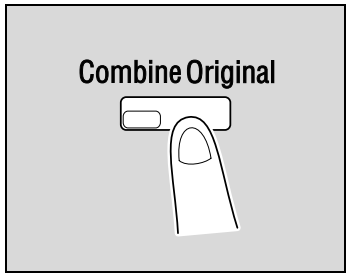
1 Load the document into the document feeder.

– Refer to "Loading the document" on page 4-18.

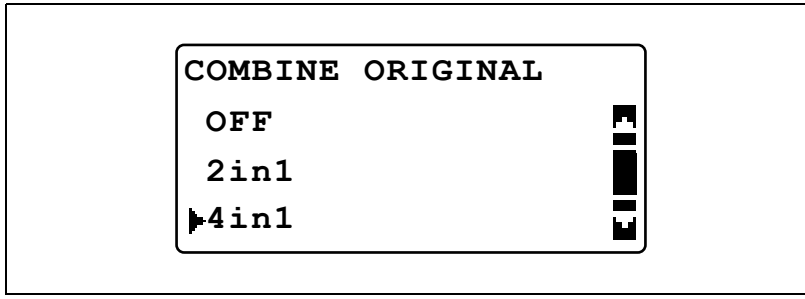


2 Press the [Combine Original] key.

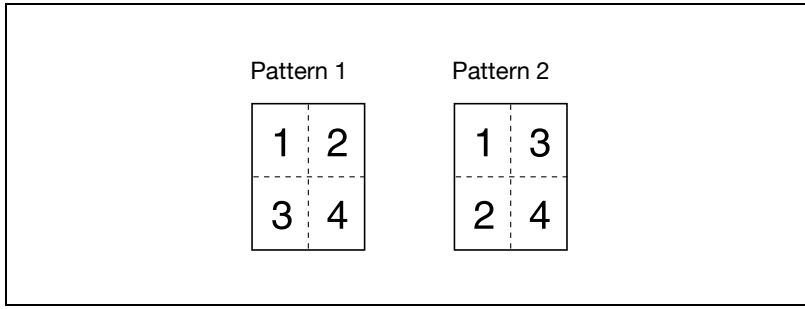
The COMBINE ORIGINAL menu appears.



3 Press the [▲] or [▼] key until "2in1" or "4in1" is selected, and then press the [OK] key.



– Two page arrangements are available for 4in1 copies. The manufacturer's default setting is "PATTERN1".



– For details on specifying the setting, refer to "Selecting the 4in1 page order ("4IN1 COPY ORDER" parameter)" on page 7-74.

The indicator on the [Combine Original] key lights up.

4 If necessary, specify any other copy settings.

– Refer to "Before making copies" on page 4-3.
– Refer to "Advanced copy operations" on page 6-3.

5 Using the keypad, type in the desired number of copies, and then press the [Start] key.

– If multiple copies are to be printed, press the [Finishing] key, and then select "SORT".

6.3 Making double-sided copies

Double-sided copies in addition to 2in1 and 4in1 double-sided copies can be made from single-sided or double-sided documents.

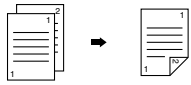
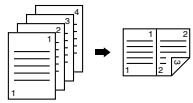
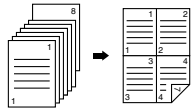
...

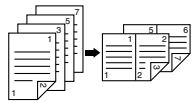
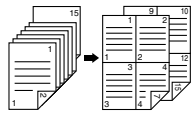
Note

The optional duplex unit must be installed. (ineo 213 only)
The type of double-sided copy that can be made depends on the options that are installed.

When copying double-sided documents, use reverse automatic document feeder DF-605.

Types of double-sided copying

Double-sided copy methods	Original cover OC-504	Automatic document feeder DF-502	Reverse automatic document feeder DF-605
Single-sided documents ➔ Double-sided copy 	○	○	○
Double-sided document ➔ Double-sided copy 	○*	▭	○
Single-sided documents ➔ 2in1 double-sided copy 	○	○	○
Single-sided documents ➔ 4in1 double-sided copy 	○	○	○

Double-sided copy methods	Original cover OC-504	Automatic document feeder DF-502	Reverse automatic document feeder DF-605
Double-sided documents ➔ 2in1 double-sided copies 	○*	▭	○
Double-sided documents ➔ 4in1 double-sided copies 	○*	▭	○

* To copy double-sided documents using the original glass, press the [Simplex/Duplex] key, and then select "1-SIDE➔2-SIDE" to scan the front and back sides of the document in order.

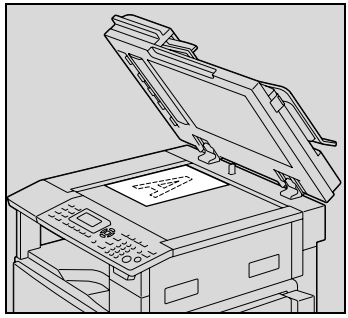
Precautions on double-sided copying

Double-sided copying is not possible under the following conditions:

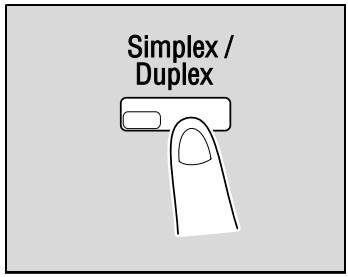
- Double-sided documents are loaded into the automatic document feeder.
- Documents of mixed widths are loaded into the document feeder.
- The manual bypass tray is selected.
- Special paper (cards, OHP transparencies, envelopes, or label sheets) is loaded.
- The paper type setting is "1-SIDE".
- Paper with a width less than 140 mm is selected.

Using the original glass

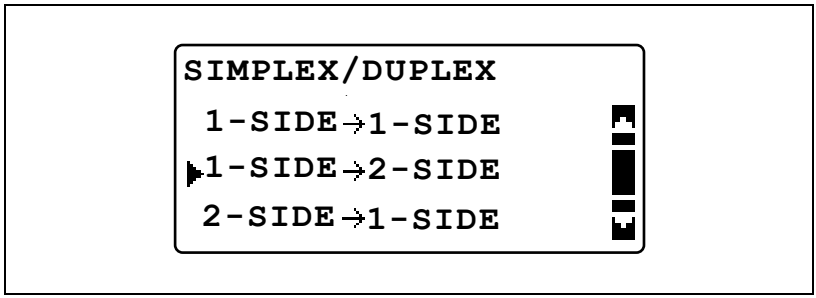
1 Position the first page of the document on the original glass.



2 Press the [Simplex/Duplex] key.



3 Press the [▲] or [▼] key until "1-SIDE ➔ 2-SIDE" is selected, and then press the [OK] key.



4 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

5 Using the keypad, type in the desired number of copies, and then press the [Start] key.

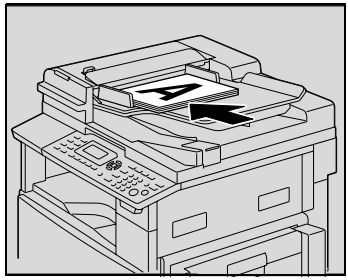
6 Place the next document page on the original glass, and then press the [OK] key.

– Repeat this step for all pages of the document.

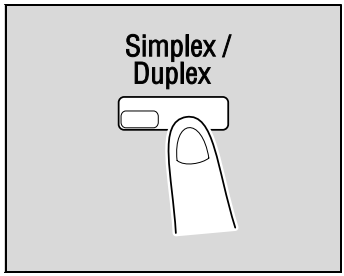
7 Press the [Start] key.

Using the document feeder

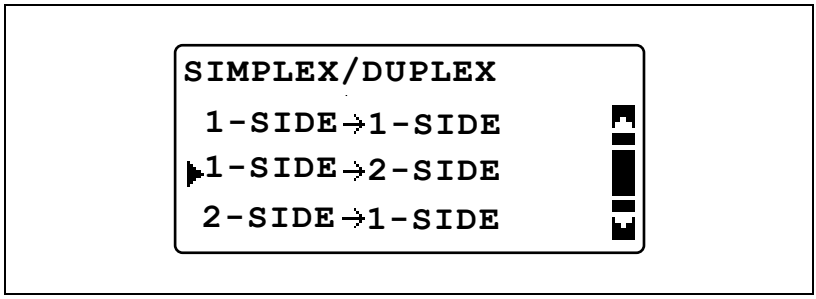
1 Load the document into the document feeder.



2 Press the [Simplex/Duplex] key.



3 Press the [▲] or [▼] key until "1-SIDE➔2-SIDE" is selected, and then press the [OK] key.



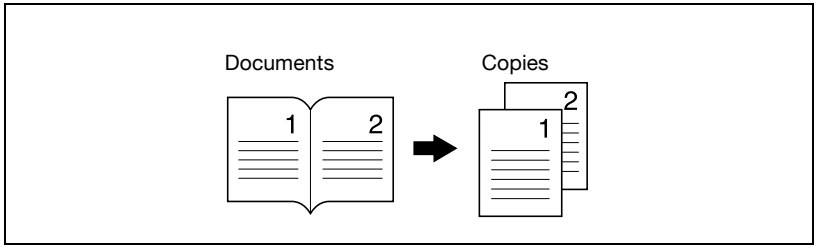
4 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

5 Using the keypad, type in the desired number of copies.

6 Press the [Start] key.

6.4 Making copies using the "BOOK SEPARATION" function

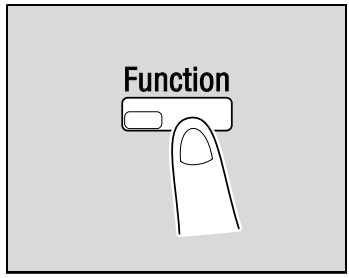


1 Position the document to be copied.

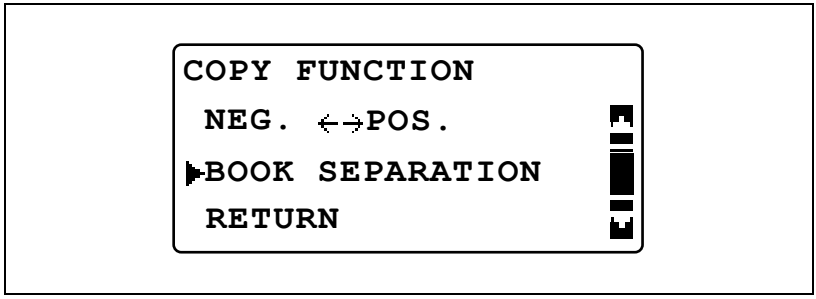
– Refer to "Loading the document" on page 4-18.

2 Press the [Function] key.

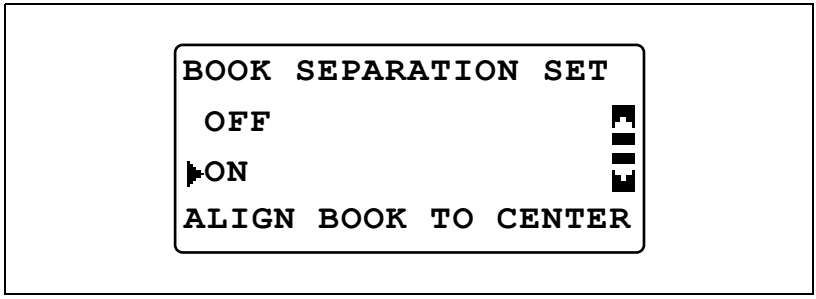
The COPY FUNCTION menu appears.



3 Press the [▲] or [▼] key until "BOOK SEPARATION" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "ON" is selected, and then press the [OK] key.

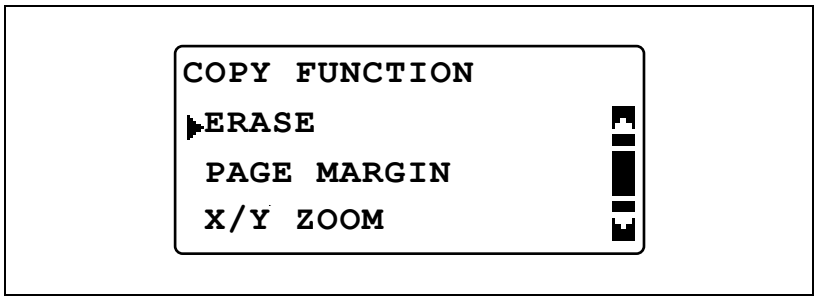


– The document type can be changed in the Utility mode. The default binding setting is for left-bound books. To copy right-bound books, change the document type using the "BINDING POSITION" parameter in the Utility mode. (Refer to "Selecting the book binding position ("BINDING POSITION" parameter)" on page 7-64.)

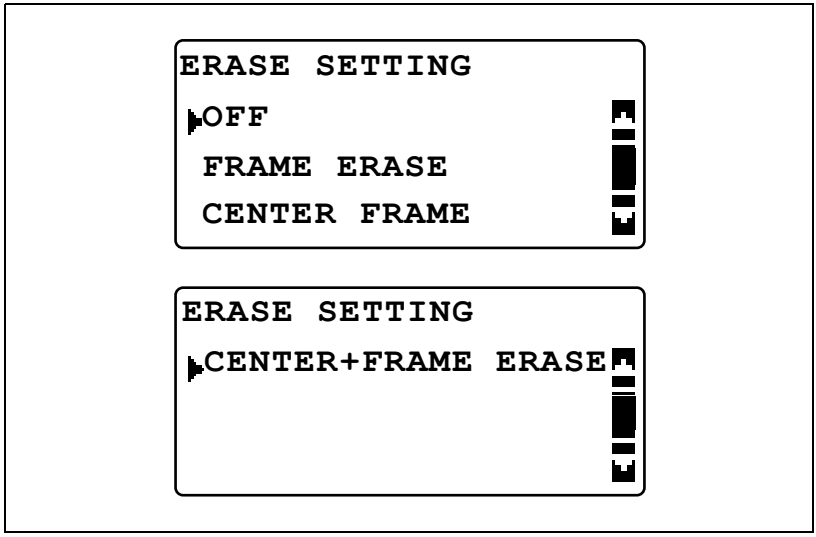
"✓" appears beside "BOOK SEPARATION" in the COPY FUNCTION menu.

5 To erase around the text or along the binding, select "ERASE" in the COPY FUNCTION menu, and then press the [OK] key.

– To begin copying, continue with step 7.



6 Press the [▲] or [▼] key until "FRAME ERASE", "CENTER ERASE" or "CENTER+FRAME ERASE" is selected, and then press the [OK] key.



- For details on the areas that are erased, refer to "Frame/center erasing methods" on page 6-22.
- The width of the erased area for the FRAME ERASE setting can be set between 5 and 20 mm, in 1 mm increments. The manufacturer's default setting is 10 mm.
- The width of the erased area for the CENTER ERASE setting is fixed at 10 mm.
- The width of the erased area for the FRAME ERASE setting can be changed using the ERASE SETTING parameter in the Utility mode. (Refer to "Adjusting the width of the erased area ("ERASE SETTING" parameter)" on page 7-67.)

"✓" appears beside "ERASE" in the COPY FUNCTION menu.

7 Press the [Back] key.

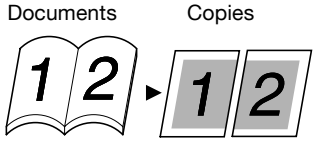
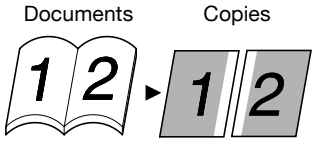
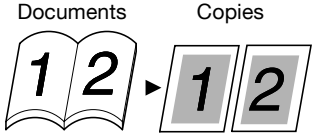
The main screen appears again.

8 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

9 Using the keypad, type in the desired number of copies, and then press the [Start] key.

Frame/center erasing methods

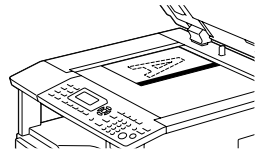
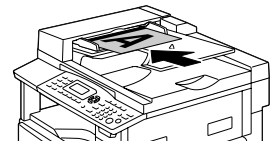
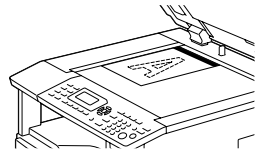
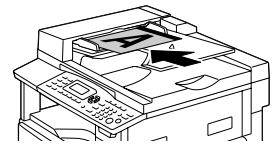
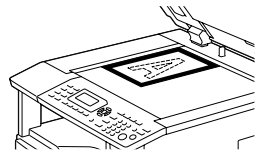
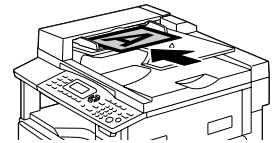
ERASE settings	Description	Finish
FRAME ERASE (book frame erased)	Copies are printed with the frame around the document erased.	
CENTER ERASE (book center erased)	Copies are printed with the area along the binding erased.	
CENTER+FRAME ERASE (book frame +center erased)	Copies are printed with the frame around the document and along the binding erased.	

6.5 Erasing sections of copies ("ERASE" function)

Areas such as the unclean-looking frames around documents can be erased.

Precautions on the erased margin location

The location of the erased area in the copy depends on how the document is positioned.

Finish	Original glass	Document feeder
LEFT ERASE 		
UPPER ERASE 		
FRAME ERASE 		

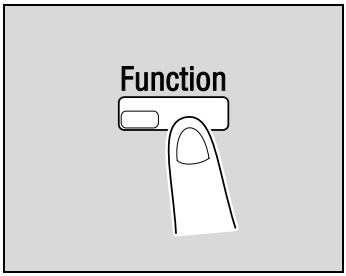
Making copies using the "ERASE" function

1 Position the document to be copied.

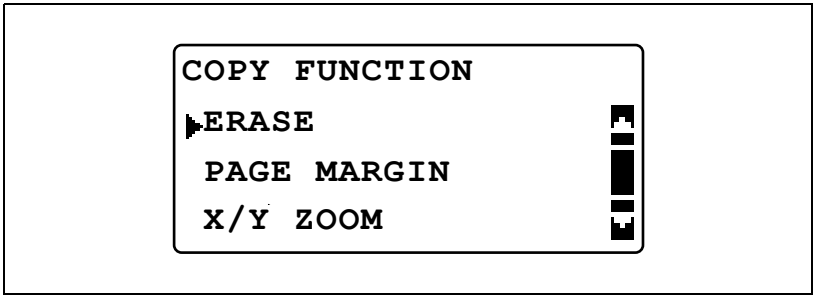
– Refer to "Loading the document" on page 4-18.

2 Press the [Function] key.

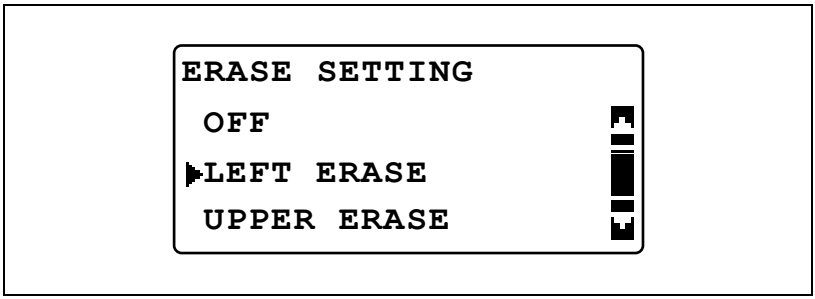
The COPY FUNCTION menu appears.



3 Press the [▲] or [▼] key until "ERASE" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "LEFT ERASE", "UPPER ERASE" or "UPPER ERASE" is selected, and then press the [OK] key.



"✓" appears beside "ERASE" in the COPY FUNCTION menu.

5 Press the [Back] key.

The main screen appears again.

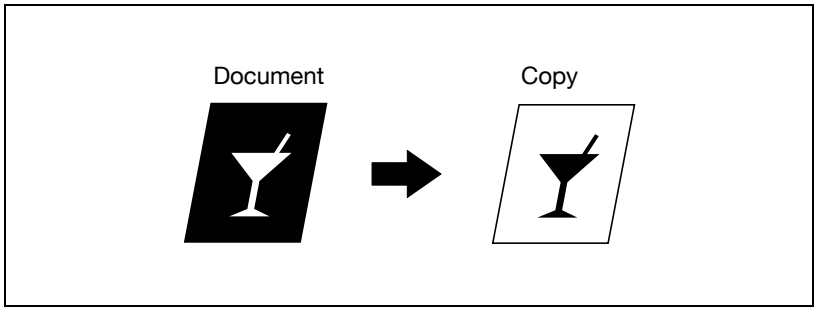
6 If necessary, specify any other copy settings.

– Refer to "Before making copies" on page 4-3.
– Refer to "Advanced copy operations" on page 6-3.

7 Using the keypad, type in the desired number of copies, and then press the [Start] key.

6.6 Negative/positive-reversed copying ("NEG. <-> POS." function)

Copies can be made with the light-colored areas of the document (media) and the dark-colored areas of the document (text) reversed.



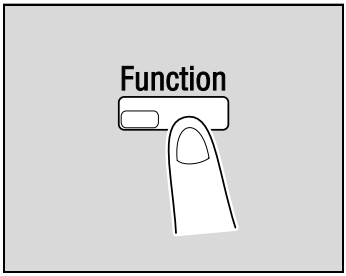
Making copies using the "NEG. <-> POS." function

1 Position the document to be copied.

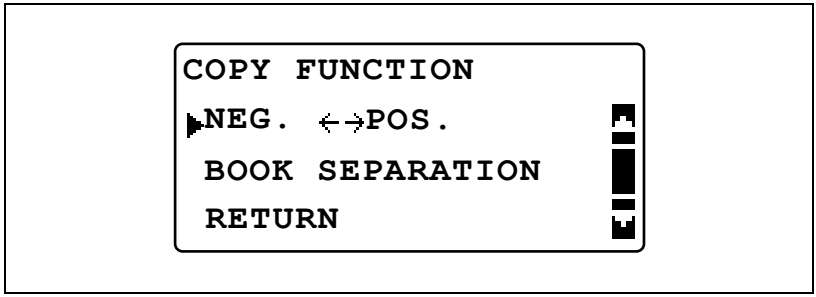
– Refer to "Loading the document" on page 4-18.

2 Press the [Function] key.

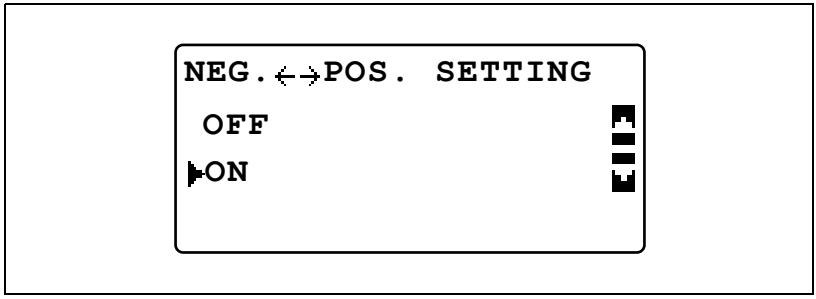
The COPY FUNCTION menu appears.



3 Press the [▲] or [▼] key until "NEG. <-> POS." is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "ON" is selected, and then press the [OK] key.



"✓" appears beside "NEG. <-> POS." in the COPY FUNCTION menu.

5 Press the [Back] key.

The main screen appears again.

6 If necessary, specify any other copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

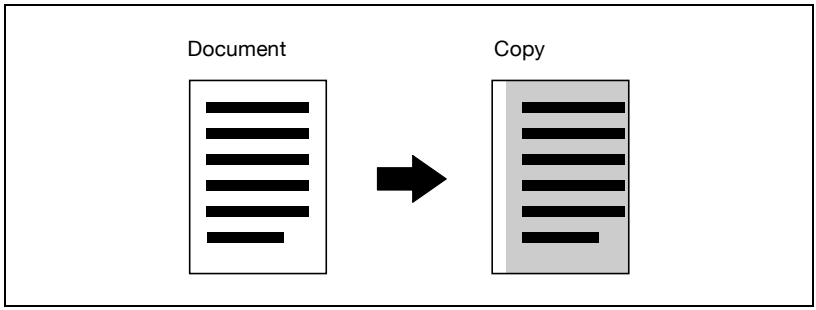
7 Using the keypad, type in the desired number of copies, and then press the [Start] key.

6.7 Making copies for filing ("PAGE MARGIN" Function)

Copies can be printed with a filing margin so they can easily be stored in filing binders.

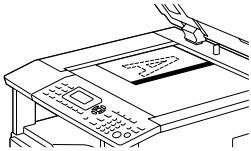
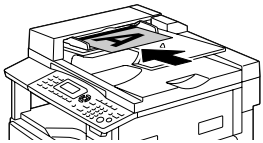
Left binding

Copies are printed with the contents of the document slightly shifted to the right in order to create a binding margin at the left.



Precautions on the binding margin location

The location of the binding margin in the copy depends on how the document is positioned.

Original glass	Document feeder
	

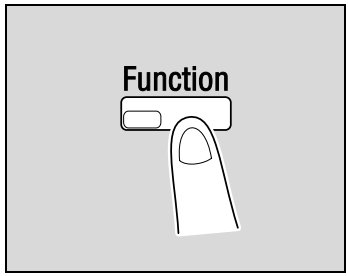
Making copies using the "PAGE MARGIN" function

1 Position the document to be copied.

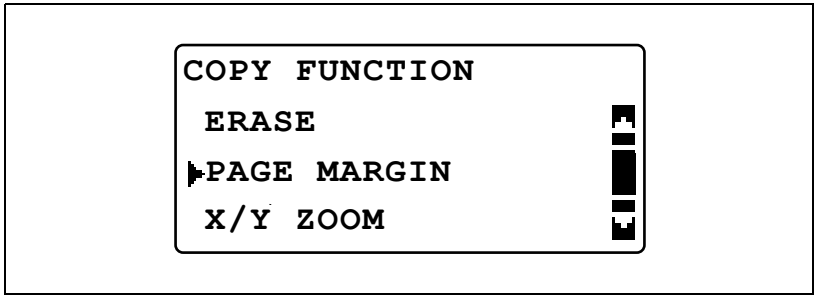
– Refer to "Loading the document" on page 4-18.

2 Press the [Function] key.

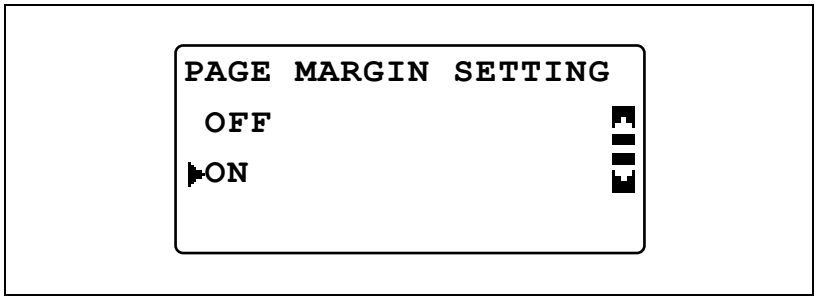
The COPY FUNCTION menu appears.



3 Press the [▲] or [▼] key until "PAGE MARGIN" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "ON" is selected, and then press the [OK] key.



– The width for the binding can be set between 0 and 20 mm, in 1 mm increments. The manufacturer's default setting is 10 mm.

– The width of the erased area can be changed using the "MARGIN SETTING" parameter in the Utility mode. (Refer to "Adjusting the margin width ("MARGIN SETTING" parameter)" on page 7-65.)

"✓" appears beside "PAGE MARGIN" in the COPY FUNCTION menu.

5 Press the [Back] key.

The main screen appears again. The indicator on the [Function] key lights up.

6 If necessary, specify any other copy settings.

– Refer to "Before making copies" on page 4-3.
– Refer to "Advanced copy operations" on page 6-3.

7 Using the keypad, type in the desired number of copies, and then press the [Start] key.

6.8 Registering copy settings

Store up to two of the more frequently used copy setting programs for immediate recall when necessary.

The following copy settings can be registered.

- Number of copies
- Paper source (including "AUTO")
- Quality
- Density (including "AUTO")
- Functions available with the [Function] key (ERASE, PAGE MARGIN, X/Y ZOOM, NEG. ´ POS. and BOOK SEPARATION)
- Mixed Original
- Settings on the COMBINE ORIGINAL menu

If a custom paper size is specified for a paper drawer, the custom paper size is not registered. For details on registering custom paper sizes, refer to "CUSTOM SIZE MEMORY" on page 7-28.

To register copy settings

...

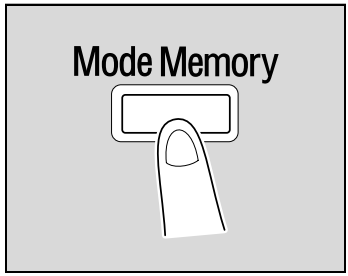
Note

Copy programs cannot be stored while the machine is warming up or while a copy job is paused (Interrupt mode).

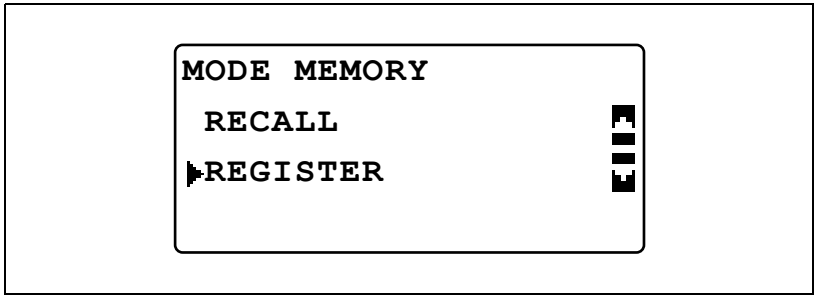
1 Select the various settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

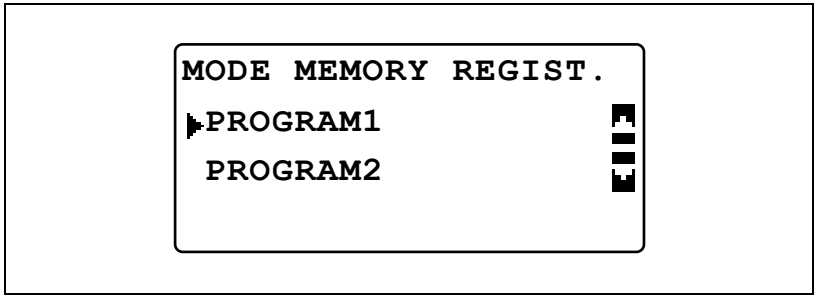
2 Press the [Mode Memory] key.



3 Press the [▲] or [▼] key until "REGISTER" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until the desired program number is selected, and then press the [OK] key.



– If copy settings have already been registered with the selected program number, the previously stored copy settings are deleted and replaced with the new ones.

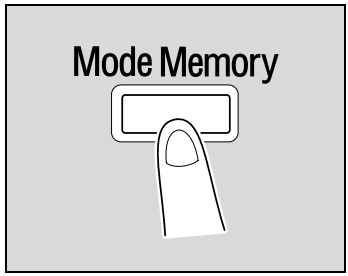
The current copy settings are registered.

Copying with a recalled copy program

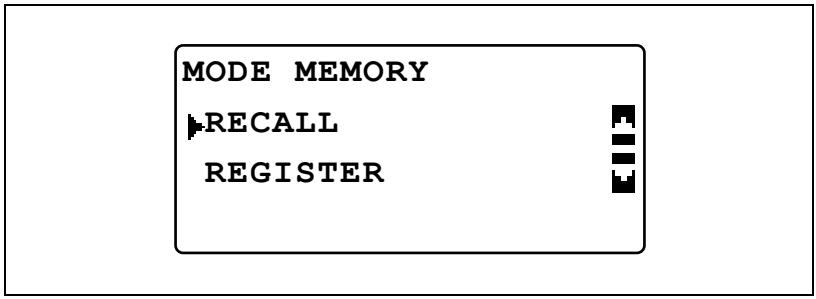
1 Position the document to be copied.

– Refer to "Loading the document" on page 4-18.

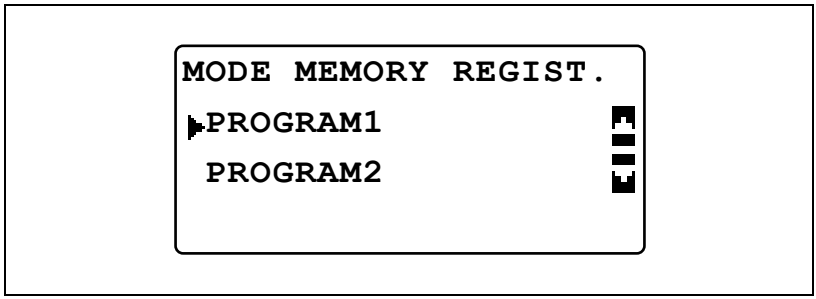
2 Press the [Mode Memory] key.



3 Press the [▲] or [▼] key until "RECALL" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until the desired program number is selected, and then press the [OK] key.



5 Press the [Start] key.

6.9 Copying using an account number

If account numbers have been specified, use of the machine can be limited to specific users or to a specified number of copies for each account.

The following procedure describes how to make copies after entering an account number.

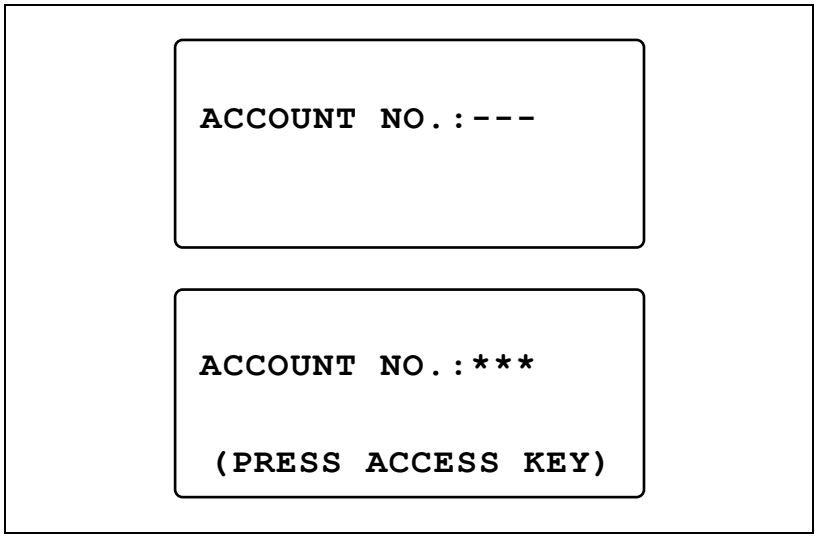
Entering the account number

Detail

If account numbers have been specified, the machine cannot be used unless the account number is entered first.

In order to use this function, the account numbers must be specified using the account track parameters (displayed from the "ADMIN. MANAGEMENT" menu in the Utility mode). Refer to page 7-35.

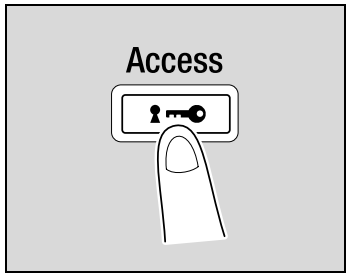
1 Using the keypad, type in the three-digit account number.



– To correct the entered account number, press the [Clear/Stop] key, and then type the number in correctly.

2 Press the [Access] key.

The basic screen appears and copying can be started.



3 Position the document(s) to be copied, and then select the desired copy settings.

- Refer to "Before making copies" on page 4-3.
- Refer to "Advanced copy operations" on page 6-3.

4 Press the [Start] key.

5 When you are finished making copies, press the [Access] key again.

7 Utility mode/Copy mode parameters

7 Utility mode/Copy mode parameters

7.1 Utility mode

There are eight parameter in the Utility mode.

No.	Name	Description	Page reference
1	MACHINE SETTING	Used to specify settings for the machine's operating environment.	p. 7-6
2	PAPER SOURCE SETUP	Used to specify the size and type of paper loaded in the 1st paper drawer. In addition, settings can be specified for the paper drawers that are selected during the automatic tray switching operation.	p. 7-19
3	CUSTOM SIZE MEMORY	Used to register up to two custom paper sizes.	p. 7-28
4	USER MANAGEMENT	Used to perform maintenance operations in order to maintain the machine's efficiency.	p. 7-31
5	ADMIN. MANAGEMENT	Used by the administrator to specify settings for managing the accounts and to specify remote monitoring settings.	p. 7-35
6	COPY SETTING 1	Used to specify the default settings for the various copy functions.	p. 7-54
7	COPY SETTING 2		p. 7-70
8	DIAL REGISTRATION	This menu item appears only when optional image controller IC-206 or network interface card NC-503 is installed. Specify speed dial settings. For details, refer to the user manual for the corresponding option.	-
9	SCAN SETTING	Used to specify settings when optional image controller IC-206 or network interface card NC-503 is installed on the machine. For details, refer to the user manual for the corresponding option.	-

Note

Depending on the options installed, some parameters may not be available. If an unavailable parameter is selected, an error message appears.

7.2 Utility mode/Copy mode parameters

* indicates manufacturer's default settings.

Menu	Parameter	Settings
MACHINE SETTING	AUTO PANEL RESET	OFF / 30sec / 1min* / 2min / 3min / 4min / 5min
	ENERGY SAVE MODE	1 to 240 minutes (default: 15 minutes)
	AUTO SHUT OFF	OFF* / ON (15 to 240 minutes)
	DENSITY (ADF)	MODE 1* / MODE 2
	DENSITY (BOOK)	MODE 1* / MODE 2
	PRINT DENSITY	
	LCD CONTRAST	
	KEY SPEED SETTING	TIME TO START (0.1sec / 0.3sec / 0.5sec / 1.0sec* / 1.5sec / 2.0sec / 2.5sec / 3.0sec) INTERVAL (0.1sec / 0.3sec / 0.5sec / 1.0sec / 1.5sec / 2.0sec / 2.5sec / 3.0sec)
	LANGUAGE	ENGLISH* / GERMAN / FRENCH / ITALIAN / DANISH / DUTCH / SPANISH / NORWEGIAN / SWEDISH / FINNISH / TURKISH / PORTUGUESE
PAPER SOURCE SETUP	INCH/METRIC	Each tray: INCH / METRIC*
	TRAY1 PAPER	PAPER SIZE (AUTO* / SIZE INPUT) MEDIA TYPE (PLAIN* / TRANSPARENCY / CARD / ENVELOPE)
	PAPER TYPE	PLAIN* / RECYCLE / SPECIAL
CUSTOM SIZE MEMORY	MEMORY1	X: 140 mm to 432 mm Y: 90 mm to 297 mm
	MEMORY2	
USER MANAGEMENT	DRUM DEHUMIDIFY	-
	TONER REPLENISHER	-
ADMIN. MANAGEMENT	ADMINISTRATOR NO.	000000-999999
	AUTO SHUT OFF	DISABLE / ENABLE*
	ACCOUNT TRACK	ACCOUNT TRACK MODE (ON* / OFF) ACCOUNT NO. REG. (ADD / CHECK/EDIT) ACCOUNT TRACK DATA (DISPLAY* / ALL COUNTER CLEAR / LIST)

Menu	Parameter	Settings
COPY SETTING 1	PAPER PRIORITY	TRAY1* / TRAY2 / TRAY3 / TRAY4 / TRAY5 / MULTI BYPASS
	QUALITY PRIORITY	TEXT/PHOTO* / TEXT / PHOTO
	DENSITY PRIORITY	AUTO* / MANUAL
	DENSITY LEVEL	AUTO MANUAL
	BINDING POSITION	LEFT* / RIGHT
	MARGIN SETTING	0 mm to 20 mm (default: 10 mm)
	ERASE SETTING	LEFT* / UPPER / FRAME (5 to 20 mm; default: 10 mm)
	SMALL ORIGINAL	DISABLE* / ENABLE
COPY SETTING 2	COPY PRIORITY	AUTO PAPER SELECT* / AUTO ZOOM / MANUAL
	OUTPUT PRIORITY	NON-SORT* / SORT / GROUP
	4IN1 COPY ORDER	PATTERN1* / PATTERN2
	MIXED ORIGINAL	OFF* / ON
	CRISSCROSS MODE	OFF / ON*

7.3 MACHINE SETTING

From the "MACHINE SETTING" menu, the following machine settings can be changed.

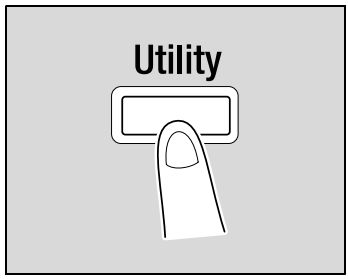
MACHINE SETTING parameters

No.	MACHINE SETTING	Description
1	AUTO PANEL RESET	This parameter can be used to specify the length of time until the auto panel reset operation is performed after copying or the operation for the last key pressed is finished. When the auto panel reset operation is performed, the machine automatically returns to the default mode and the basic screen is displayed. The manufacturer's default setting is 1 minute.
2	ENERGY SAVE MODE	This parameter can be used to specify the length of time that the machine is idle before it enters Power Save mode. The manufacturer's default setting is 15 minutes.
3	AUTO SHUT OFF	This parameter can be used to specify the length of time that the machine is idle before it is turned off. The manufacturer's default setting is "OFF".
4	DENSITY (ADF)	This parameter can be used to specify the image quality level when the optional document feeder is used. MODE1: Select this setting to lighten the copy density and reduce spots in the copy. MODE2: Select this setting to produce copies at the same density as that of the document. The manufacturer's default setting is "MODE1".
5	DENSITY (BOOK)	This parameter can be used to specify the density level when a document placed on the original glass is copied. MODE1: Select this setting to produce copies at the same density as that of the document. MODE2: Select this setting to lighten the copy density and reduce spots in the copy. The manufacturer's default setting is "MODE1".
6	PRINT DENSITY	This parameter can be used to select one of the five density levels for printing. The manufacturer's default setting is ◁□□■□□▷.
7	LCD CONTRAST	This parameter can be used to adjust the contrast of the control panel display. The manufacturer's default setting is ◁□■□□▷.
8	KEY SPEED SETTING	This parameter can be used to specify the length of time until repeating input begins after a key is held down and the repeating interval. The manufacturer's default setting is "1.0sec" for "TIME TO START" and is "0.1sec" for "INTERVAL".
9	LANGUAGE	The display language can be selected. The manufacturer's default setting is "ENGLISH".
10	SCAN THRESHOLD	This parameter appears only when optional image controller IC-206 or network interface card NC-503 is installed. This parameter can be used to specify the amount of memory that is available before the memory becomes full and scanning stops. For details, refer to the user manual for the corresponding option.

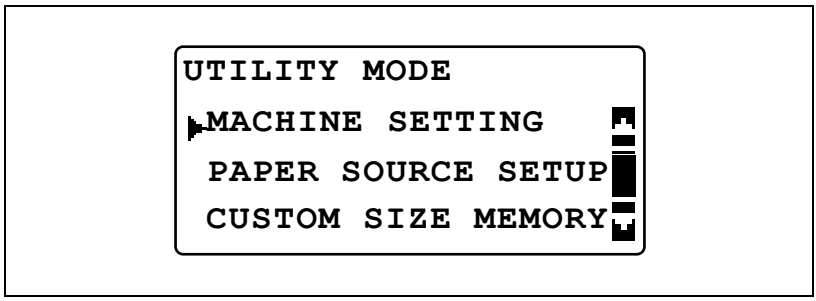
Displaying the "MACHINE SETTING" menu

1 Press the [Utility] key.

The "UTILITY MODE" menu appears.



2 Press the [▲] or [▼] key until "MACHINE SETTING" is selected, and then press the [OK] key.



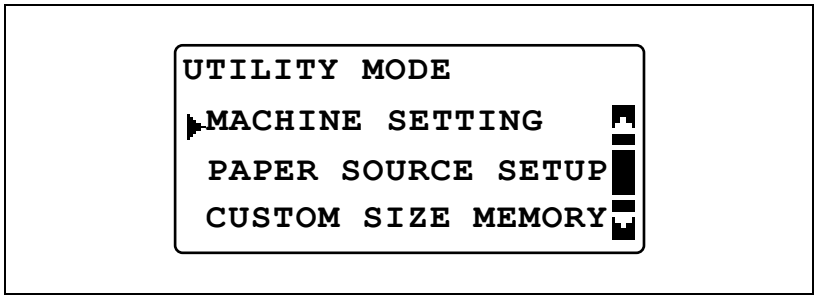
3 Press the [▲] or [▼] key until the desired MACHINE SETTING parameter is selected.

– The following MACHINE SETTING parameters are available.
AUTO PANEL RESET
ENERGY SAVE MODE
AUTO SHUT OFF
DENSITY (ADF)
DENSITY (BOOK)
PRINT DENSITY
LCD CONTRAST
KEY SPEED SETTING
LANGUAGE
SCAN THRESHOLD

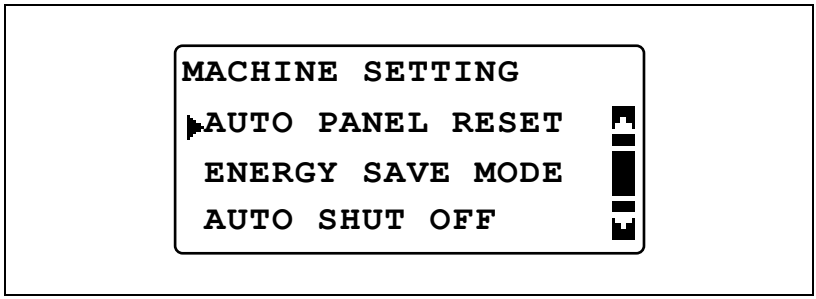
Changing settings for the auto panel reset operation ("AUTO PANEL RESET" parameter)

1 Display the "MACHINE SETTING" menu.

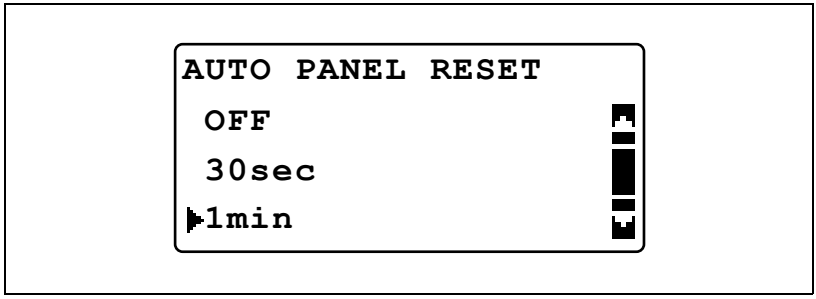
– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.



2 Press the [▲] or [▼] key until "AUTO PANEL RESET" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "OFF", "30sec", "1min", "2min", "3min", "4min" or "5min" is selected, and then press the [OK] key.

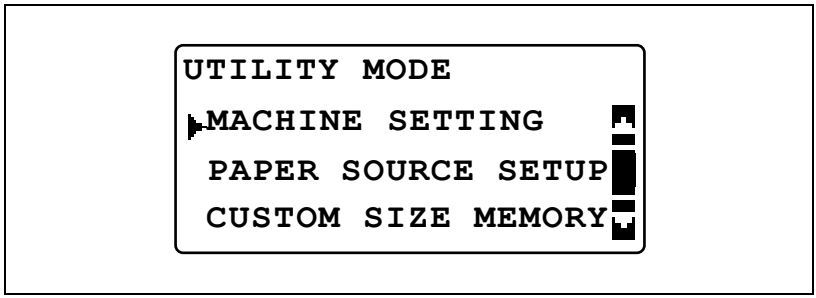


The "MACHINE SETTING" menu appears again.

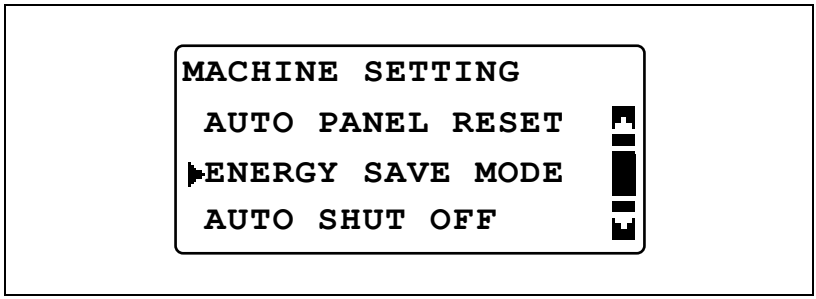
Specifying energy-saving (Power Save mode) settings ("ENERGY SAVE MODE" parameter)

1 Display the "MACHINE SETTING" menu.

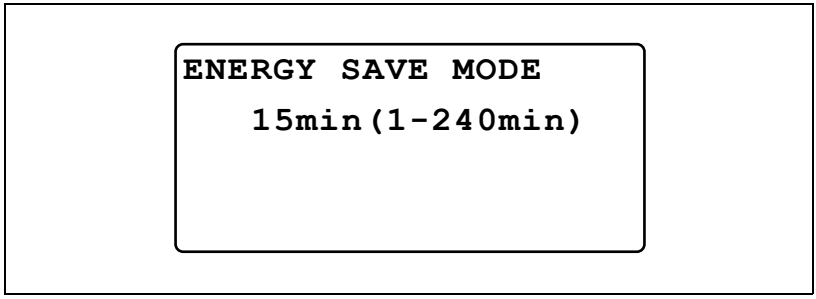
– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.



2 Press the [▲] or [▼] key until "ENERGY SAVE MODE" is selected, and then press the [OK] key.



3 Use the keypad to type in the length of time until the machine enters Power Save mode, and then press the [OK] key.



– The time can be set between 1 and 240 minutes.

– To correct the entered number, press the [Clear/Stop] key, and then type in the correct number.

The "MACHINE SETTING" menu appears again.

Changing settings for the auto shut-off operation ("AUTO SHUT OFF" parameter)

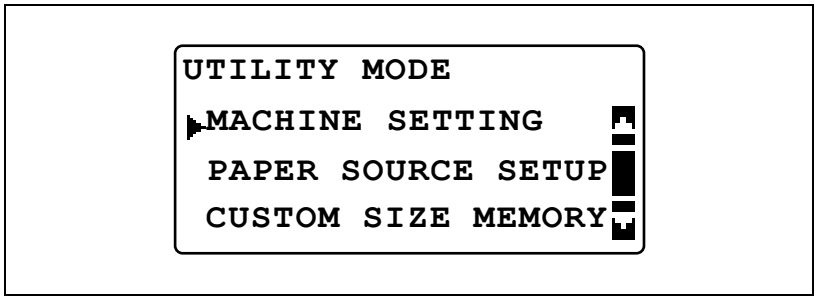
...

Note

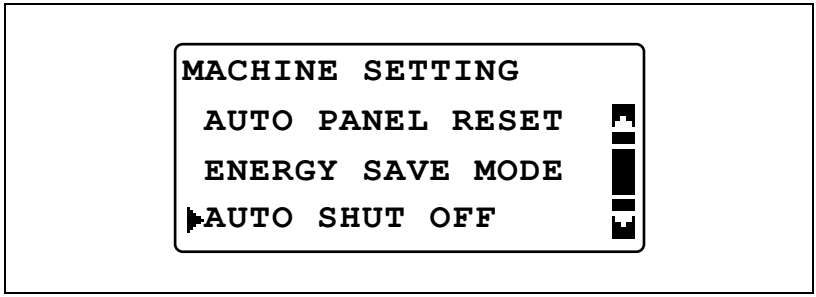
If the machine is turned off with the auto shut-off operation, copies/printouts cannot be printed. To print copies/printouts, turn on the machine.

1 Display the "MACHINE SETTING" menu.

– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.

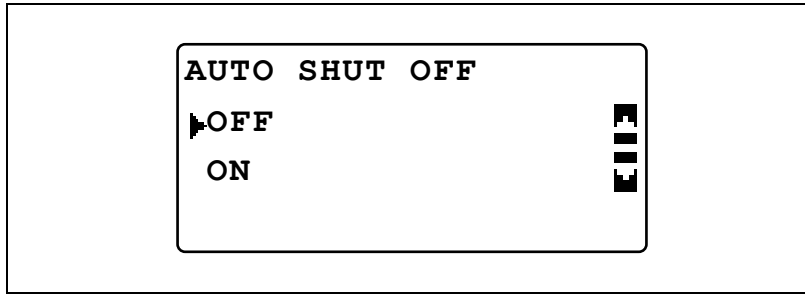


2 Press the [▲] or [▼] key until "AUTO SHUT OFF" is selected, and then press the [OK] key.

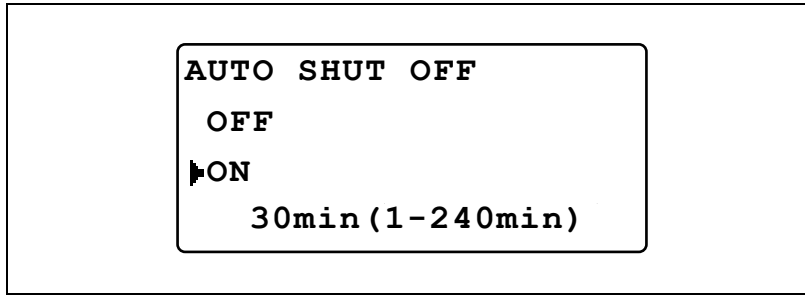


3 Press the [▲] or [▼] key until "OFF" or "ON" is selected.

– If "OFF" was selected, press the [OK] key.



– If "ON" was selected, use the keypad to type in the length of time until the auto shut-off operation is performed, and then press the [OK] key.



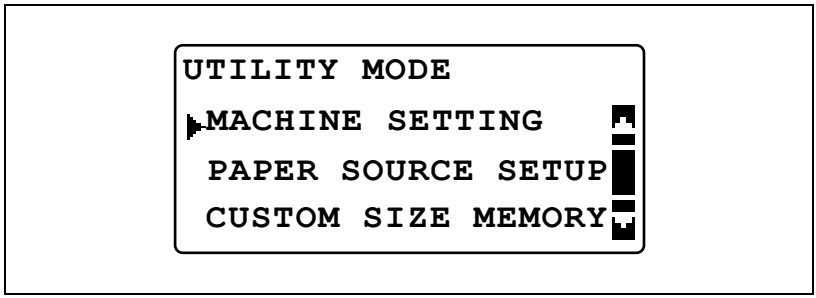
– If the "AUTO SHUT OFF" parameter in the "ADMIN. MANAGEMENT" menu is set to "DISABLE", "OFF" cannot be selected.
– The time can be set between 15 and 240 minutes.
– To correct the entered number, press the [Clear/Stop] key, and then type in the correct number.

The "MACHINE SETTING" menu appears again.

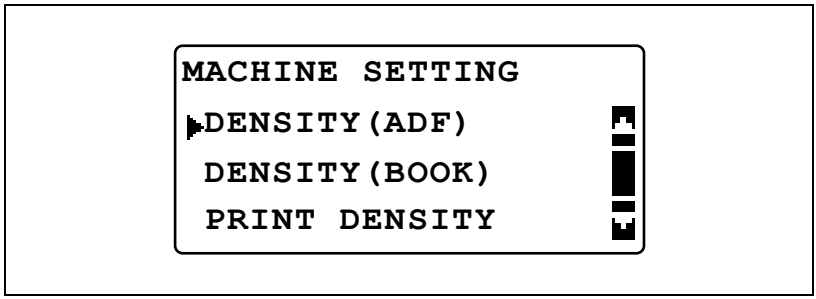
Changing the image quality level when the document feeder is used ("DENSITY (ADF)" parameter)

1 Display the "MACHINE SETTING" menu.

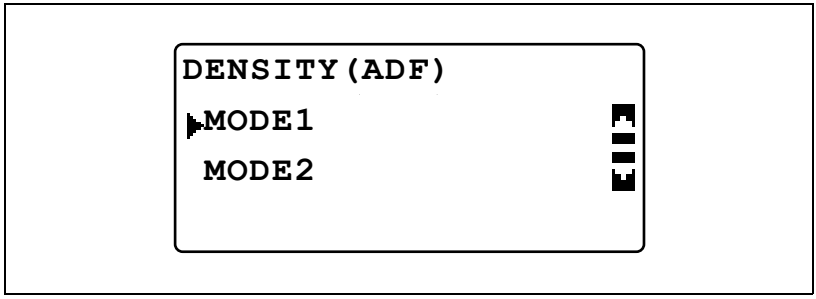
– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.



2 Press the [▲] or [▼] key until "DENSITY (ADF)" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "MODE1" or "MODE2" is selected, and then press the [OK] key.

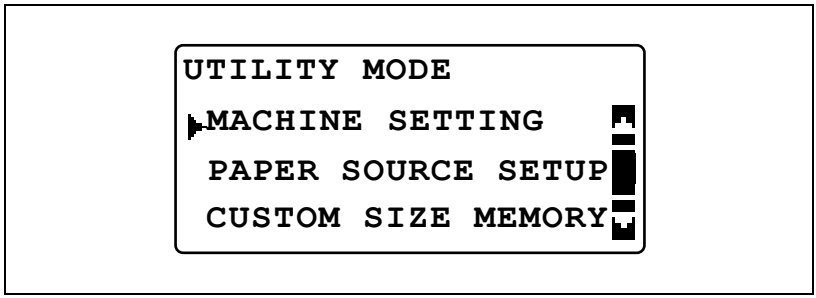


The "MACHINE SETTING" menu appears again.

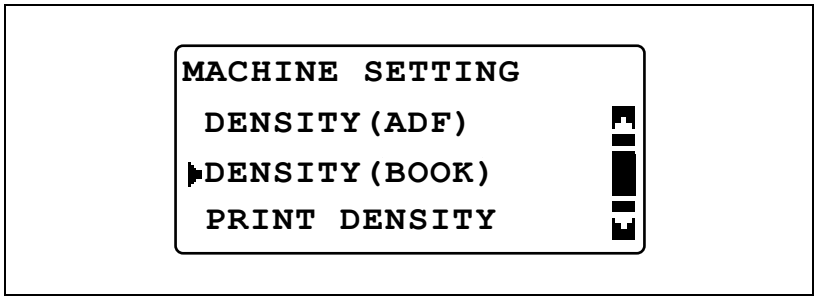
Changing the image quality level when the original glass is used ("DENSITY (BOOK)" parameter)

1 Display the "MACHINE SETTING" menu.

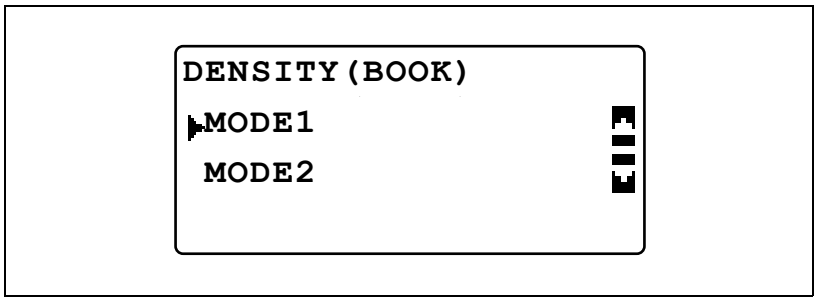
– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.



2 Press the [▲] or [▼] key until "DENSITY (BOOK)" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "MODE1" or "MODE2" is selected, and then press the [OK] key.

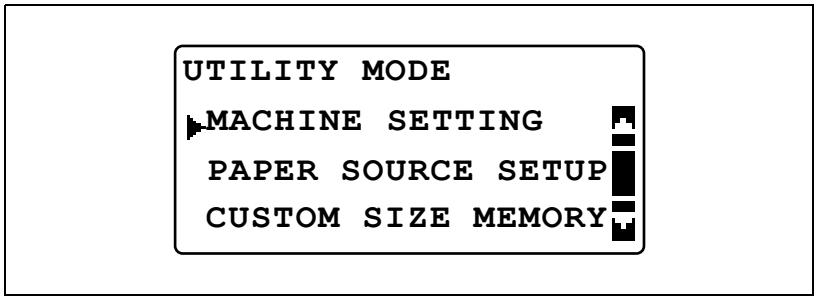


The "MACHINE SETTING" menu appears again.

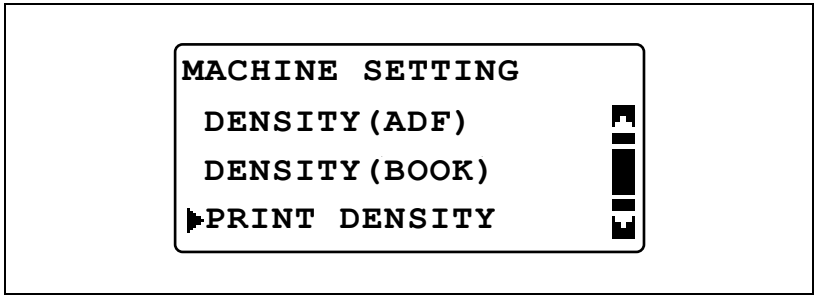
Changing the print density ("PRINT DENSITY" parameter)

1 Display the "MACHINE SETTING" menu.

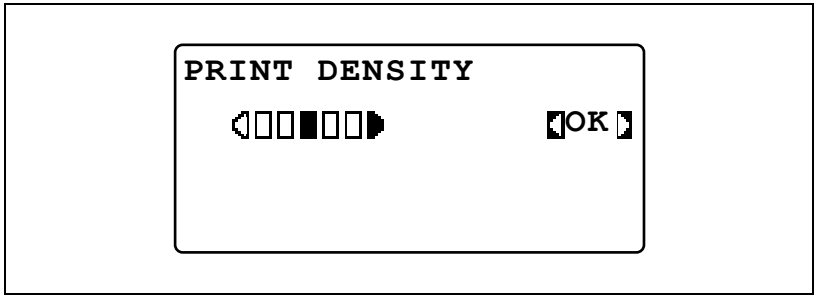
– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.



2 Press the [▲] or [▼] key until "PRINT DENSITY" is selected, and then press the [OK] key.



3 Press the [◀] or [▶] key until the desired density level is selected, and then press the [OK] key.

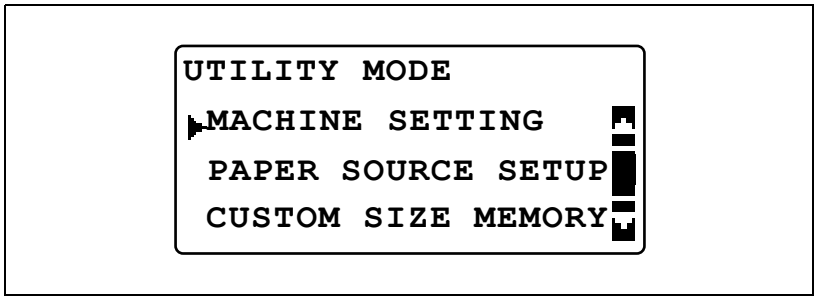


The "MACHINE SETTING" menu appears again.

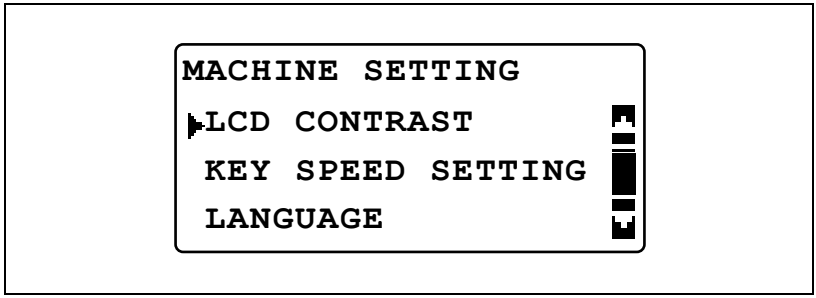
Changing the display contrast ("LCD CONTRAST" parameter)

1 Display the "MACHINE SETTING" menu.

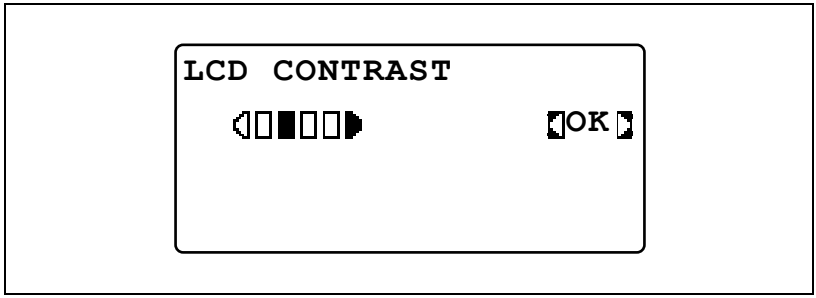
– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.



2 Press the [▲] or [▼] key until "LCD CONTRAST" is selected, and then press the [OK] key.



3 Press the [◀] or [▶] key until the desired contrast is selected, and then press the [OK] key.

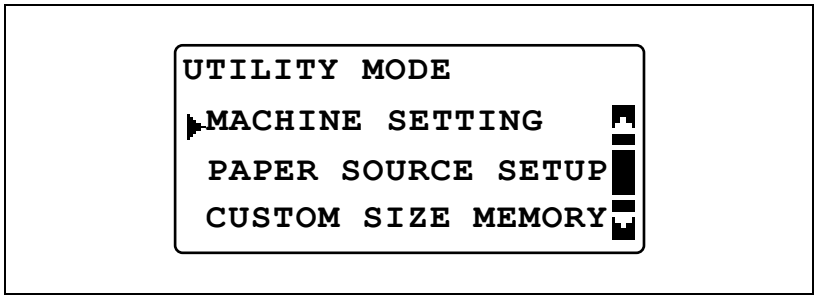


The "MACHINE SETTING" menu appears again.

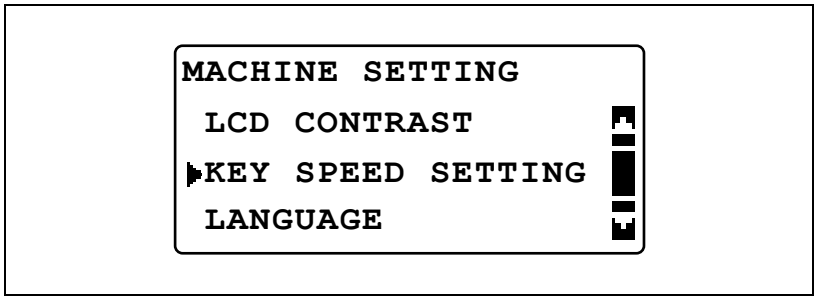
Changing the key repeating settings ("KEY SPEED SETTING" parameter)

1 Display the "MACHINE SETTING" menu.

– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.

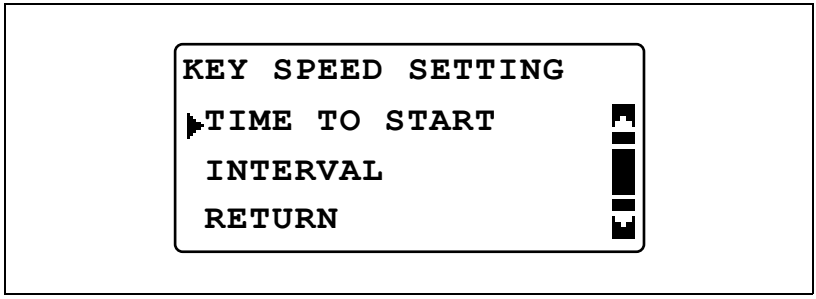


2 Press the [▲] or [▼] key until "KEY SPEED SETTING" is selected, and then press the [OK] key.

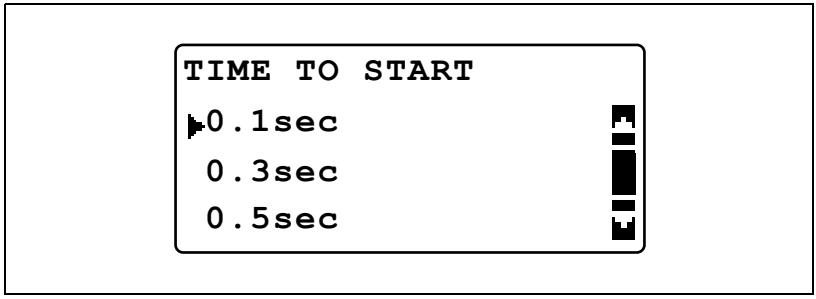


– To specify the setting for "TIME TO START", continue with step 3.
– To specify the setting for "INTERVAL", continue with step 5.

3 Press the [▲] or [▼] key until "TIME TO START" is selected, and then press the [OK] key.

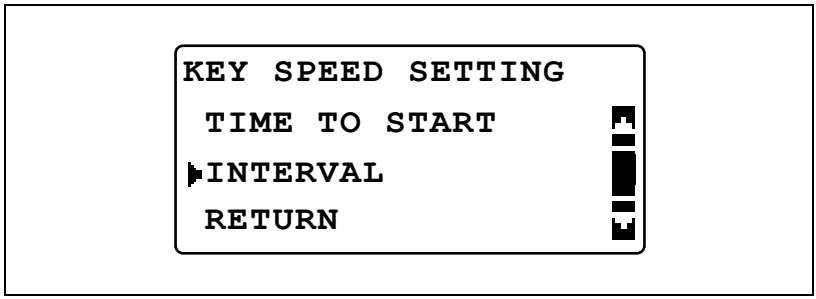


4 Press the [▲] or [▼] key until the desired length of time until key repeating begins is selected, and then press the [OK] key.

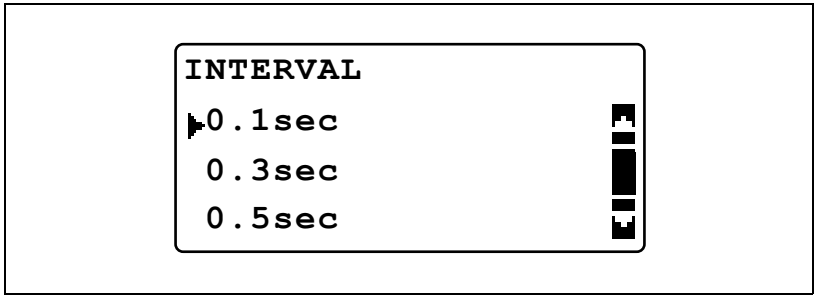


The "KEY SPEED SETTING" menu appears again. Press the [Back] key to return to the "MACHINE SETTING" menu. To specify the setting for "INTERVAL", continue with step 5.

5 Press the [▲] or [▼] key until "INTERVAL" is selected, and then press the [OK] key.



6 Press the [▲] or [▼] key until the desired time interval is selected, and then press the [OK] key.

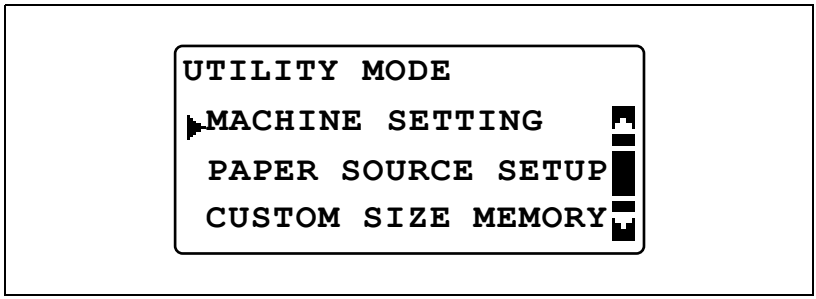


The "KEY SPEED SETTING" menu appears again. Press the [Back] key to return to the "MACHINE SETTING" menu.

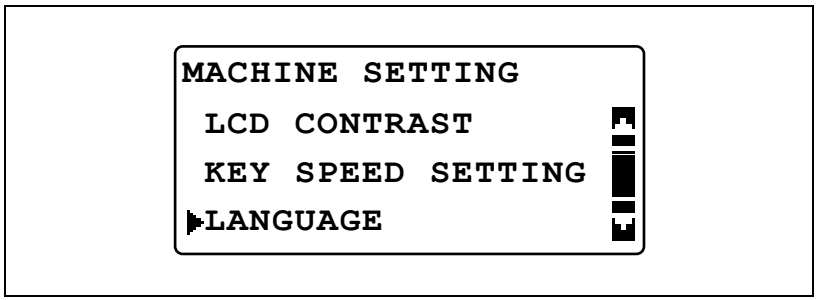
Changing the display language ("LANGUAGE" parameter)

1 Display the "MACHINE SETTING" menu.

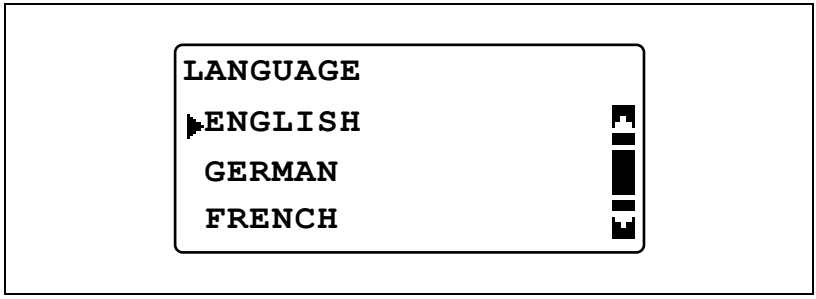
– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.



2 Press the [▲] or [▼] key until "LANGUAGE" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until desired language is selected, and then press the [OK] key.



The "MACHINE SETTING" menu appears again.

7.4 PAPER SOURCE SETUP

From the "PAPER SOURCE SETUP" menu, the various settings for the paper drawers can be changed.

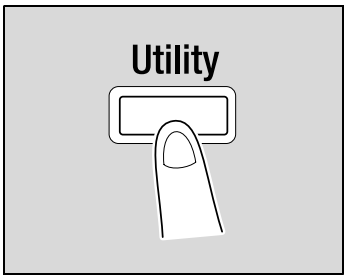
PAPER SOURCE SETUP parameters

No.	PAPER SOURCE SET-UP	Description
1	INCH/METRIC	This parameter can be used to select the size measurement system for the paper loaded in each drawer. Select whether the paper is measured in centimeters ("METRIC") such as A4 and B5 sizes or in inches ("INCH") such as Letter size. If no particular setting is selected, the paper size is detected automatically. The manufacturer's default setting is "METRIC".
2	TRAY1 PAPER	This parameter can be used to select the size and type of the paper loaded in the 1st paper drawer. The paper size can be set to "AUTO", "SIZE INPUT", "MEMORY1" or "MEMORY2". If "SIZE INPUT" is selected, the paper size can be specified. The paper type can be set to "PLAIN", "TRANSPARENCY". "CARD" or "ENVELOPE". The manufacturer's default settings are "AUTO" and "PLAIN".
3	PAPER TYPE	This parameter can be used to specify the type of paper loaded into each paper drawer, which determines whether or not the paper is available with the "AUTO" Paper setting or the paper drawer is available with the automatic tray switching feature. Select the paper type ("PLAIN", "RECYCLE" or "SPECIAL") to specify whether the paper is available with the Auto Paper function or the tray is available with the auto tray switching feature. If special paper is loaded into the tray, "PLAIN", "RECYCLE", "SPECIAL" or "1-SIDE" must be selected. ***PLAIN*** The paper drawer can be selected with the "Auto" Paper setting and the auto tray switching feature, and it can be used to make double-sided copies. ***RECYCLE*** The paper drawer cannot be selected with the "Auto" Paper setting; however, it can be selected with the auto tray switching feature, and it can be used to make double-sided copies. ***SPECIAL*** The paper drawer cannot be selected with the "Auto" Paper setting or with the auto tray switching feature; however, it can be used to make double-sided copies. ***1-SIDE*** The paper drawer can be selected with the "Auto" Paper setting and the auto tray switching feature only when making single-sided copies. In addition, it can be used to make double-sided copies. The manufacturer's default setting is "PLAIN".

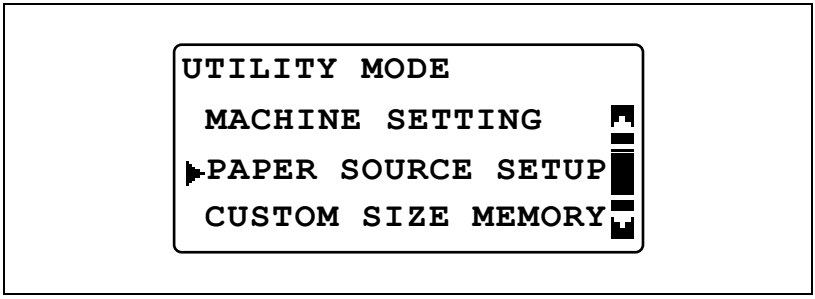
Displaying the "PAPER SOURCE SETUP" menu

1 Press the [Utility] key.

The "UTILITY MODE" menu appears.



2 Press the [▲] or [▼] key until "PAPER SOURCE SETUP" is selected, and then press the [OK] key.



The "PAPER SOURCE SETUP" menu appears.

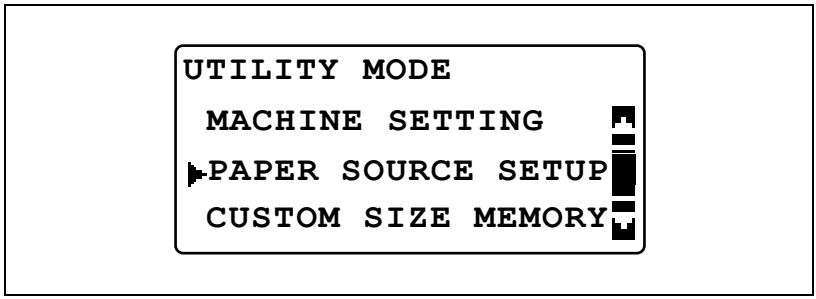
3 Press the [▲] or [▼] key until the desired PAPER SOURCE SETUP parameter is selected, and then press the [OK] key.

– The following PAPER SOURCE SETUP parameters are available.
INCH/METRIC
TRAY1 PAPER
PAPER TYPE

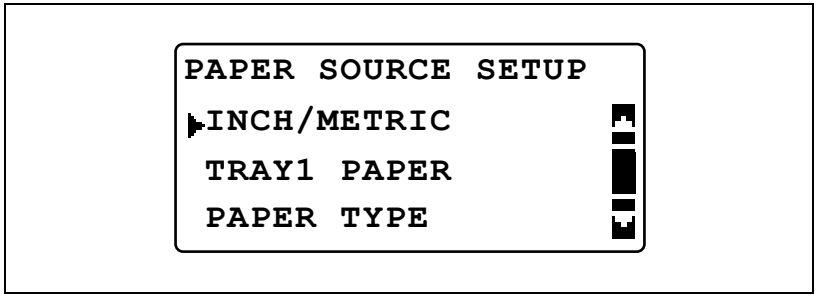
Selecting the paper size unit measurement system ("INCH/METRIC" parameter)

1 Display the "PAPER SOURCE SETUP" menu.

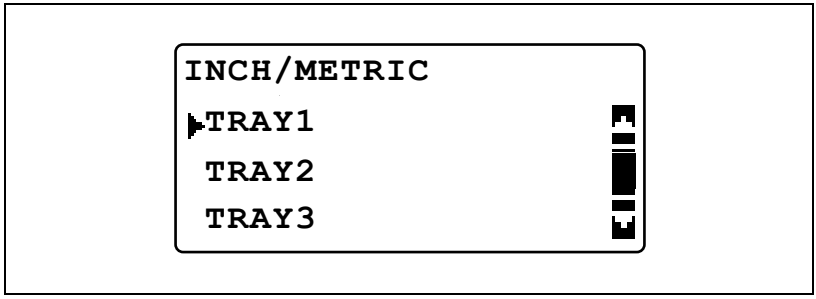
– Refer to "Displaying the "PAPER SOURCE SETUP" menu" on page 7-20.



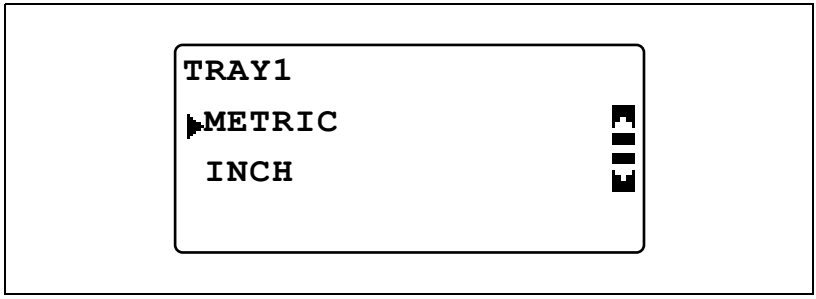
2 Press the [▲] or [▼] key until "INCH/METRIC" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until the desired paper drawer is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "METRIC" or "INCH" is selected, and then press the [OK] key.

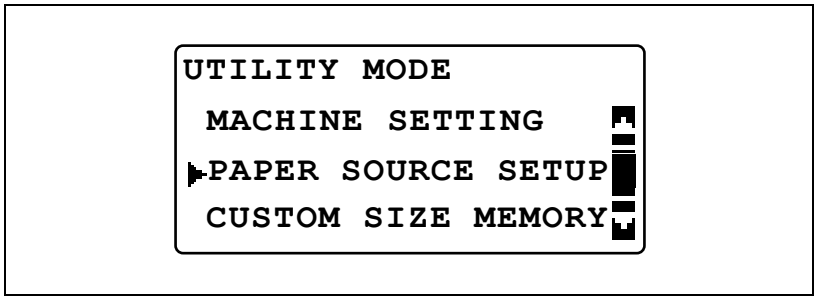


The "PAPER SOURCE SETUP" menu appears again.

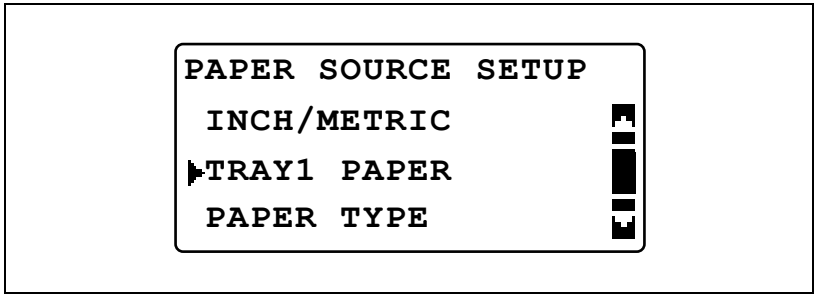
Specifying settings for the paper loaded into the 1st paper drawer ("TRAY1 PAPER" parameter)

1 Display the "PAPER SOURCE SETUP" menu.

– Refer to "Displaying the "PAPER SOURCE SETUP" menu" on page 7-20.

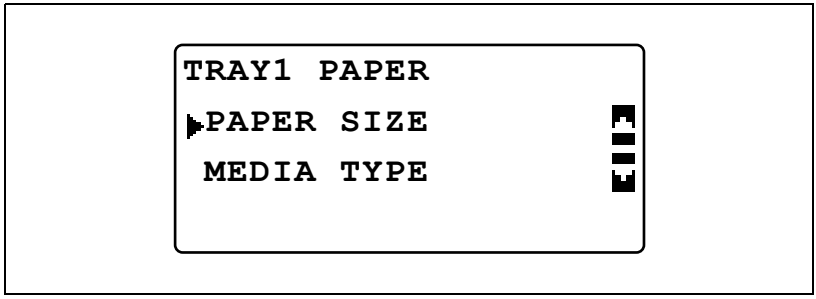


2 Press the [▲] or [▼] key until "TRAY1 PAPER" is selected, and then press the [OK] key.



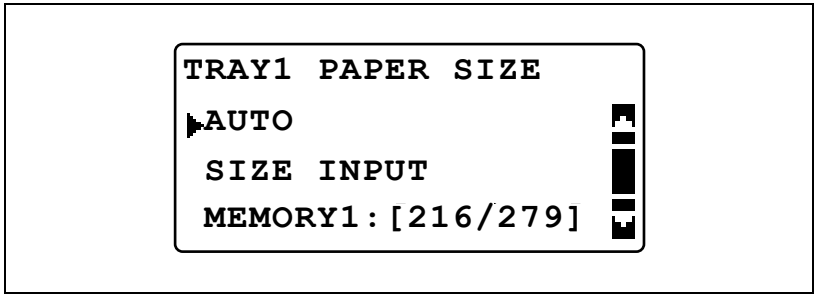
– To specify the paper size, continue with step 3.
– To select the paper type, continue with step 5.

3 Press the [▲] or [▼] key until "PAPER SIZE" is selected, and then press the [OK] key.

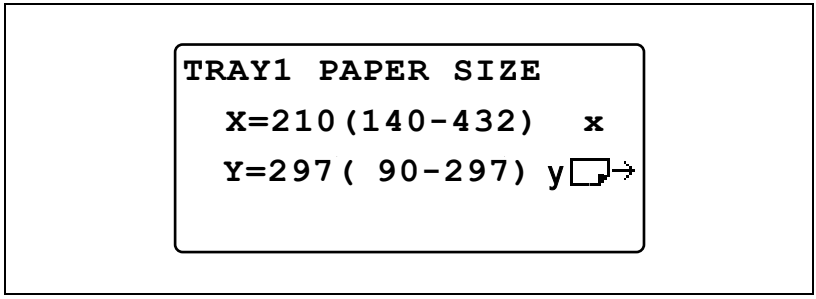


4 Press the [▲] or [▼] key until "AUTO", "SIZE INPUT", "MEMORY1" or "MEMORY2" is selected, and then press the [OK] key.

– By selecting "MEMORY1" or "MEMORY2", a custom paper size ("MEMORY1" or "MEMORY2") registered from the "CUSTOM SIZE MEMORY" menu can be selected. For details on registering custom paper sizes, refer to "CUSTOM SIZE MEMORY" on page 7-28.



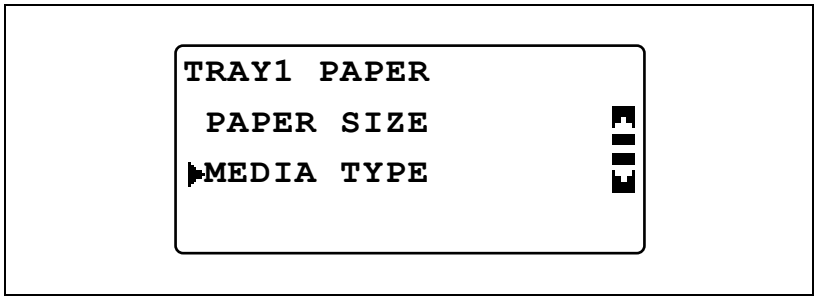
– If "SIZE INPUT" was selected, use the keypad to type in the X and Y measurements in the next screen that appears, and then press the [OK] key.



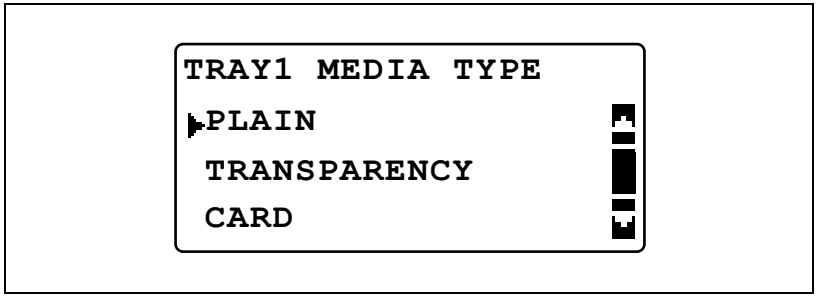
– To select the paper type, select "TRAY1 PAPER", and then continue with step 5.

The "PAPER SOURCE SETUP" menu appears again.

5 Press the [▲] or [▼] key until "MEDIA TYPE" is selected, and then press the [OK] key.



6 Press the [▲] or [▼] key until the desired paper type is selected, and then press the [OK] key.

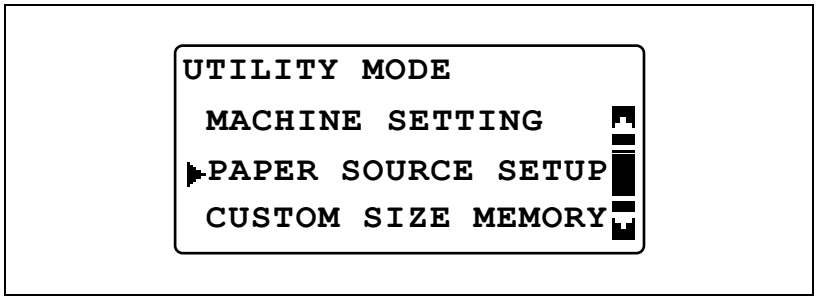


The "PAPER SOURCE SETUP" menu appears again.

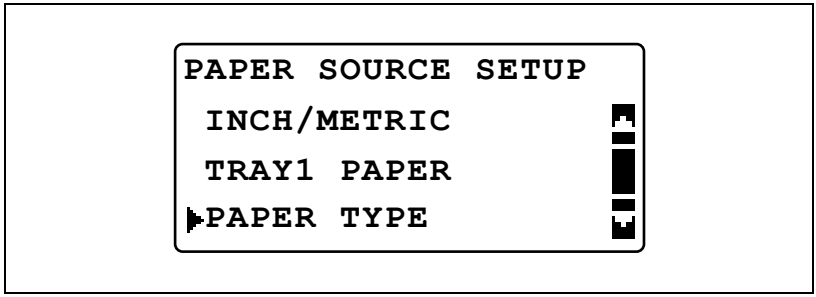
Specifying special paper settings for paper drawers ("PAPER TYPE" parameter)

1 Display the "PAPER SOURCE SETUP" menu.

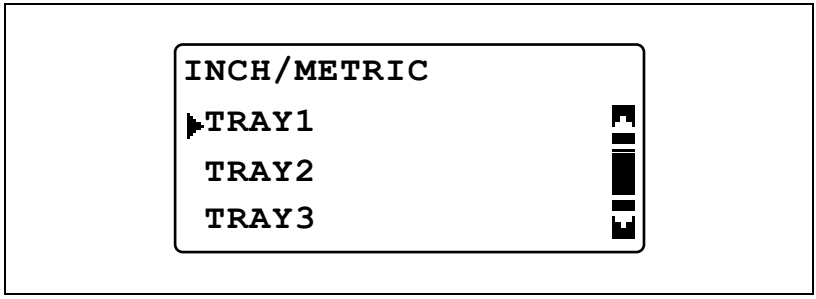
– Refer to "Displaying the "PAPER SOURCE SETUP" menu" on page 7-20.



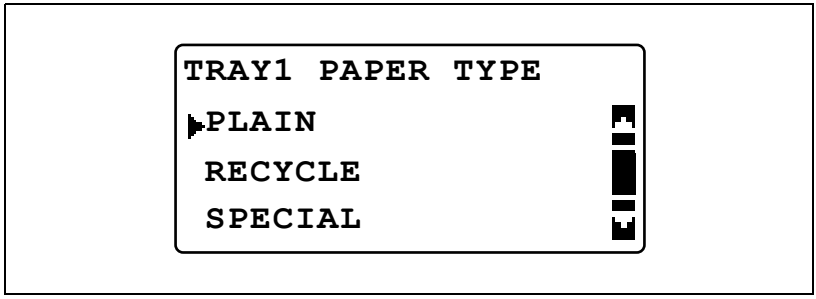
2 Press the [▲] or [▼] key until "PAPER TYPE" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until the desired paper drawer is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until the desired special paper type is selected, and then press the [OK] key.



The "PAPER SOURCE SETUP" menu appears again.

...

Note

"1-SIDE" appears only when the machine is equipped with the duplex unit (option for the ineo 213 only).

7.5 CUSTOM SIZE MEMORY

From the "CUSTOM SIZE MEMORY" menu, two of the most frequently used custom paper sizes can be registered. The custom paper sizes registered here can be selected for the size of paper loaded in the 1st paper drawer by selecting "PAPER SOURCE SETUP" in Utility mode, then selecting "TRAY1 PAPER", then "PAPER SIZE".

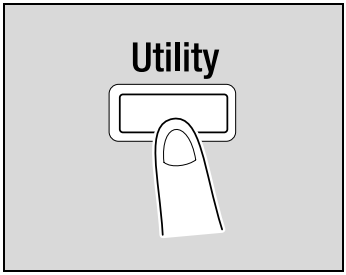
CUSTOM SIZE MEMORY options

No.	CUSTOM SIZE MEMORY	Description
1	MEMORY1	Frequently used paper sizes can be registered and recalled when needed. The following sizes can be registered. Length: 140 mm to 432 mm Width: 90 mm to 297 mm
2	MEMORY2	

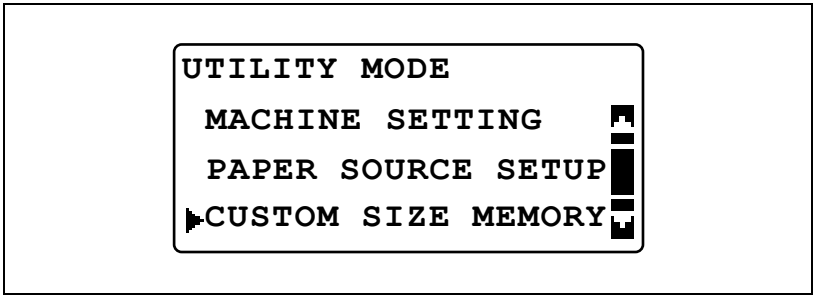
Registering a custom paper size

1 Press the [Utility] key.

The "UTILITY MODE" menu appears.

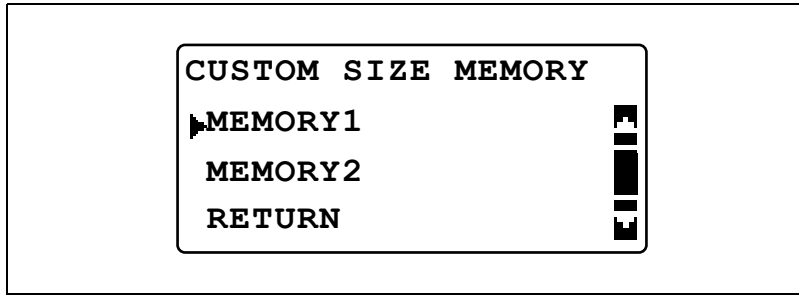


2 Press the [▲] or [▼] key until "CUSTOM SIZE MEMORY" is selected, and then press the [OK] key.

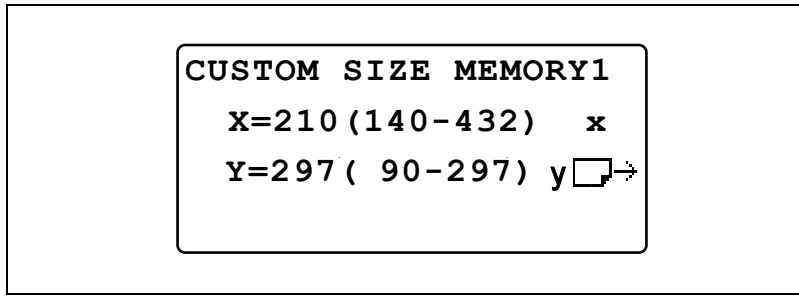


The "CUSTOM SIZE MEMORY" menu appears.

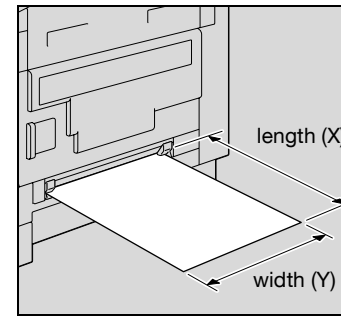
3 Press the [▲] or [▼] key until the desired number is selected, and then press the [OK] key.



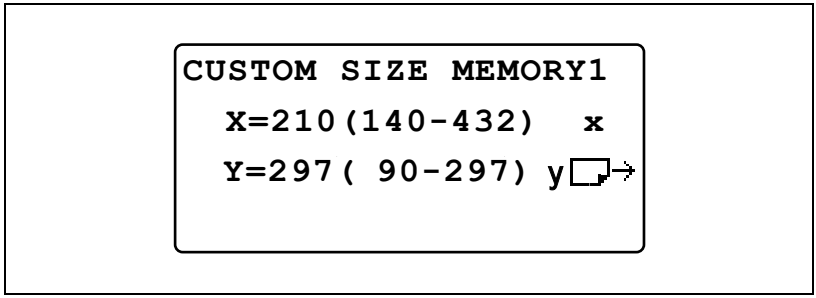
4 Use the keypad to type in length (X), and then press the [OK] key.



- Refer to the diagram and be sure to specify the paper width and length measurements correctly.
- The paper length (X) can be set between 140 mm and 432 mm.
- To correct the entered value, press the [Clear/Stop] key.



5 Use the keypad to type in width (Y), and then press the [OK] key.



– The paper width (Y) can be set between 90 mm and 297 mm.
– To correct the entered value, press the [Clear/Stop] key.

The "CUSTOM SIZE MEMORY" menu appears again.

7.6 USER MANAGEMENT

From the "USER MANAGEMENT" menu, certain maintenance operations can be performed in order to maintain the machine's efficiency.

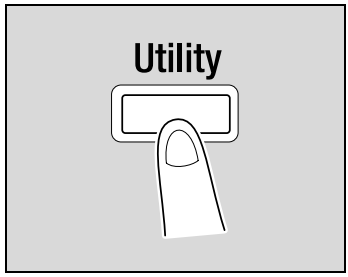
USER MANAGEMENT functions

No.	USER MANAGEMENT	Description
1	DRUM DEHUMIDIFY	When the room temperature changes drastically (such as when a heater is used in the winter) or when the machine is used in an extremely humid location, condensation may form on the surface of the PC drum inside the machine, resulting in decreased print quality. If this occurs, use this function to dry the drum and eliminate the condensation. The drum dehumidifying operation lasts approximately three minutes.
2	TONER REPLENISHER	After many documents containing large printed areas (such as photos) or many negative/positive-inverted copies/printouts are printed, the print density may temporarily become too light if toner is not automatically replenished. If this occurs, use this function to force replenishing of the toner and immediately return the density to its normal level.

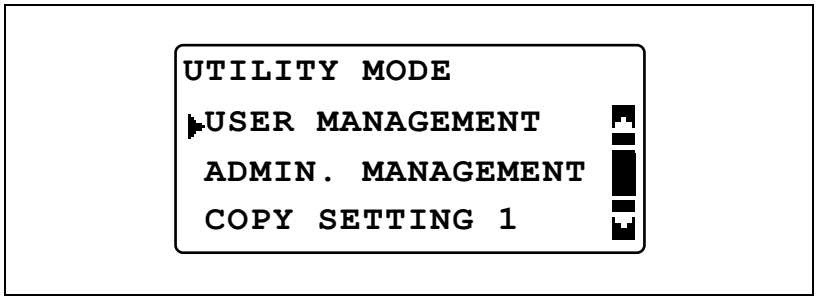
Drying (dehumidifying) the drum ("DRUM DEHUMIDIFY" function)

1 Press the [Utility] key.

The "UTILITY MODE" menu appears.

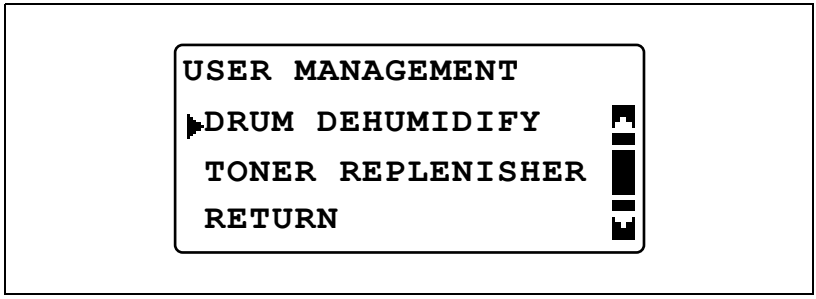


2 Press the [▲] or [▼] key until "USER MANAGEMENT" is selected, and then press the [OK] key.



The "USER MANAGEMENT" menu appears.

3 Press the [▲] or [▼] key until "DRUM DEHUMIDIFY" is selected, and then press the [OK] key.

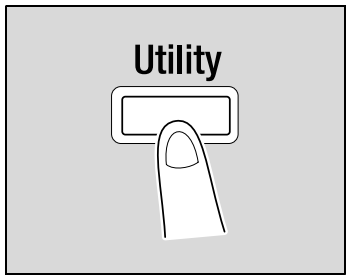


Drum drying begins, and the "USER MANAGEMENT" menu appears again.

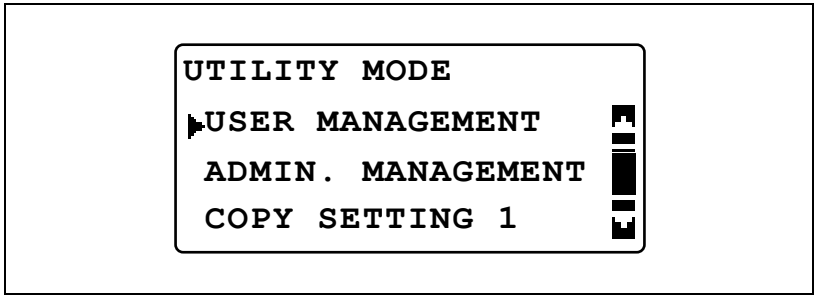
Replenishing toner ("TONER REPLENISHER" function)

1 Press the [Utility] key.

The "UTILITY MODE" menu appears.

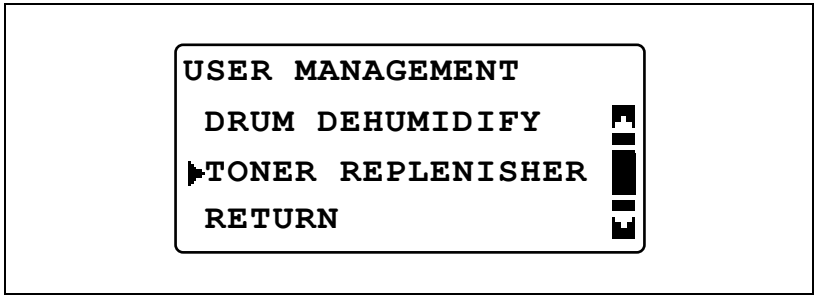


2 Press the [▲] or [▼] key until "USER MANAGEMENT" is selected, and then press the [OK] key.



The "USER MANAGEMENT" menu appears.

3 Press the [▲] or [▼] key until "TONER REPLENISHER" is selected, and then press the [OK] key.



Toner replenishing begins, and the "USER MANAGEMENT" menu appears again.



Reminder

While toner is being refilled, do not turn off the machine or open the machine's front door.



Note

If the density of the toner is suitable, do not perform the toner replenishing operation.

7.7 ADMIN. MANAGEMENT

From the "ADMIN. MANAGEMENT" menu, various parameters for controlling the use of the machine can be specified. In order to specify settings for the ADMIN. MANAGEMENT parameters, the administrator access code must be entered.

ADMIN. MANAGEMENT parameters

No.	ADMIN. MANAGEMENT	Description
1	ADMINISTRATOR NO.	This parameter can be used to change the currently specified administrator access code to a different number.
2	AUTO SHUT OFF	This parameter can be used to select whether ("ENABLE") or not ("DISABLE") the "AUTO SHUT OFF" parameter in the "MACHINE SETTING" menu can be set to "OFF". The manufacturer's default setting is "ENABLE".
3	ACCOUNT TRACK	This parameter can be used to specify settings to manage the accounts. A maximum of 50 accounts can be managed. Enabling/disabling account management Registering account numbers Changing/deleting account numbers Displaying/clearing total counters for each account Clearing all total counters
4	NETWORK SETTING	This menu option appears only when optional image controller IC-206 or network interface card NC-503 is installed. Settings necessary for connecting to a network can be specified from this menu. For details, refer to the user manual for the corresponding option.
5	E-MAIL SETTING 1	This menu option appears only when optional image controller IC-206 or network interface card NC-503 is installed. Settings necessary for operations such as Scan to E-mail can be specified from this menu. For details, refer to the user manual for the corresponding option.
6	E-MAIL SETTING 2	This menu appears only when optional image controller IC-206 or network interface card NC-503 is installed. Settings necessary for authentication with POP Before SMTP can be specified from this menu. For details, refer to the user manual for the corresponding option.
7	USER SETTING	This menu option appears only when optional image controller IC-206 or network interface card NC-503 is installed. Settings for the NTP server and the time zone can be specified from this menu. For details, refer to the user manual for the corresponding option.



Note

For details on programming and specifying settings for the administrator access code, contact your service representative.



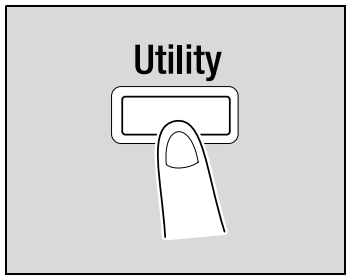
Reminder

The administrator should be sure to keep the administrator access code in a safe place.

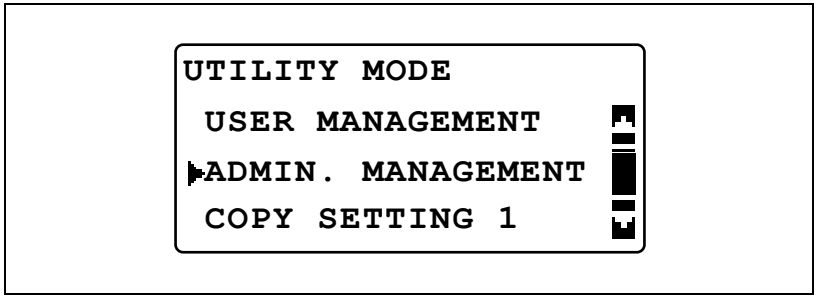
Displaying the "ADMIN. MANAGEMENT" menu

1 Press the [Utility] key.

The "UTILITY MODE" menu appears.

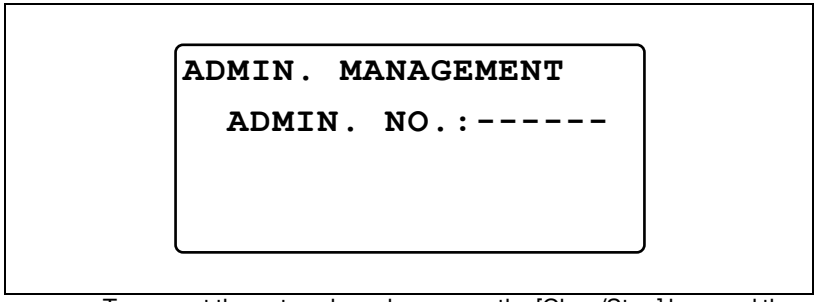


2 Press the [▲] or [▼] key until "ADMIN. MANAGEMENT" is selected, and then press the [OK] key.



3 Use the keypad to type in the administrator access code, and then press the [OK] key.

– The default administrator access code is "000000".



– To correct the entered number, press the [Clear/Stop] key, and then type in the correct number.

The "ADMIN. MANAGEMENT" menu appears.

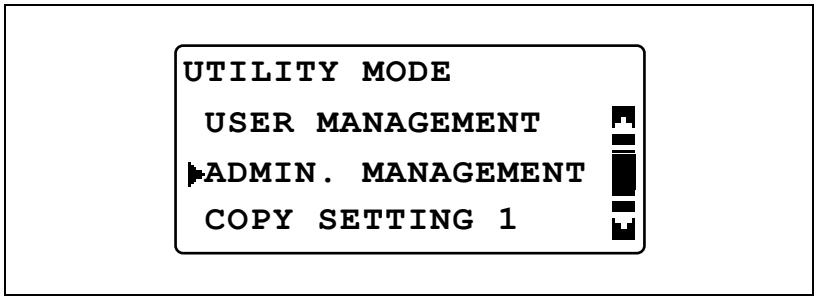
4 Press the [▲] or [▼] key until the desired ADMIN. MANAGEMENT parameter is selected, and then press the [OK] key.

– [NETWORK SETTING], [E-MAIL SETTING 1], [E-MAIL SETTING 2] and [USER SETTING] appear only when optional image controller IC-206 or network interface card NC-503 is installed.
– The following ADMIN. MANAGEMENT parameters are available.
ADMINISTRATOR NO.
AUTO SHUT OFF
ACCOUNT TRACK
NETWORK SETTING
E-MAIL SETTING 1
E-MAIL SETTING 2
USER SETTING

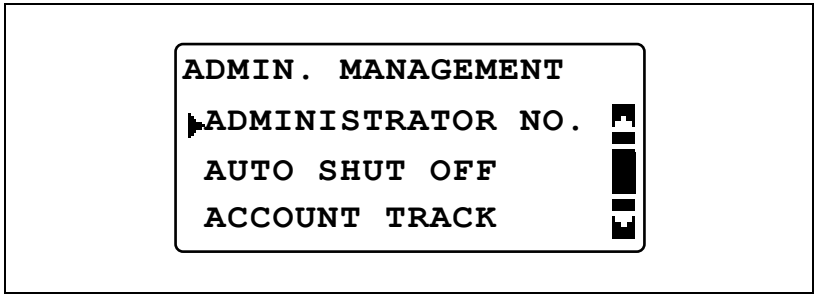
Changing the administrator access code ("ADMINISTRATOR NO." parameter)

1 Display the "ADMIN. MANAGEMENT" menu.

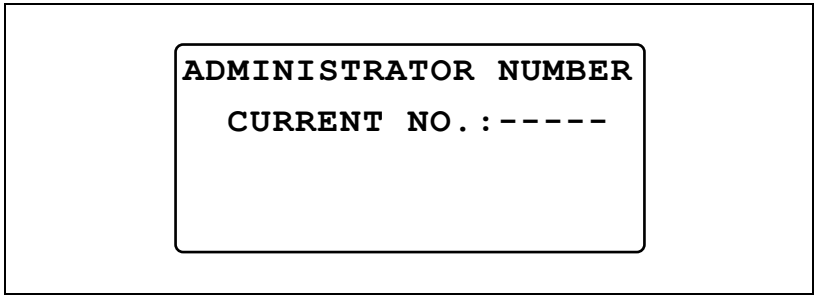
– Refer to "Displaying the "ADMIN. MANAGEMENT" menu" on page 7-37.



2 Press the [▲] or [▼] key until "ADMINISTRATOR NO." is selected, and then press the [OK] key.

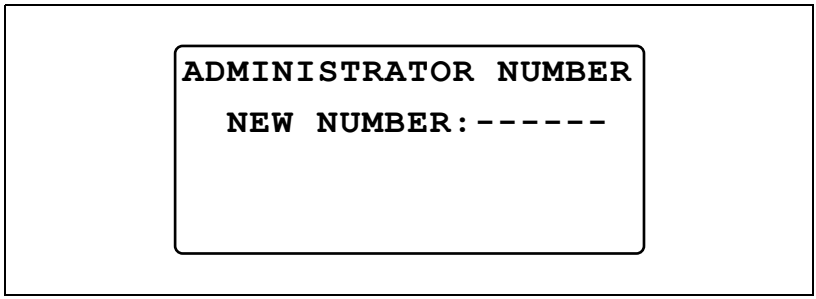


3 Use the keypad to type in the current administrator access code, and then press the [OK] key.

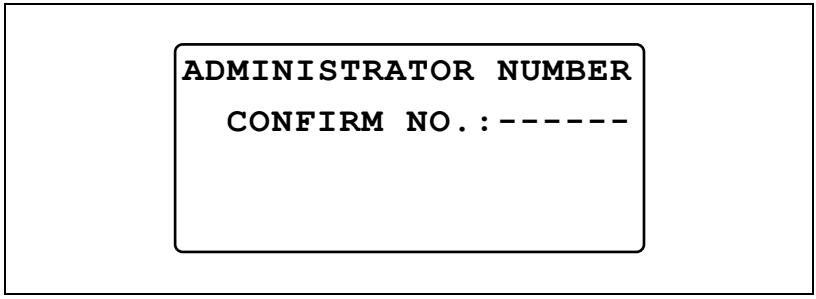


– To correct the entered number, press the [Clear/Stop] key, and then type in the correct number.

4 Use the keypad to type in the new administrator access code, and then press the [OK] key.



5 Use the keypad to type in the new administrator access code again for confirmation, and then press the [OK] key.

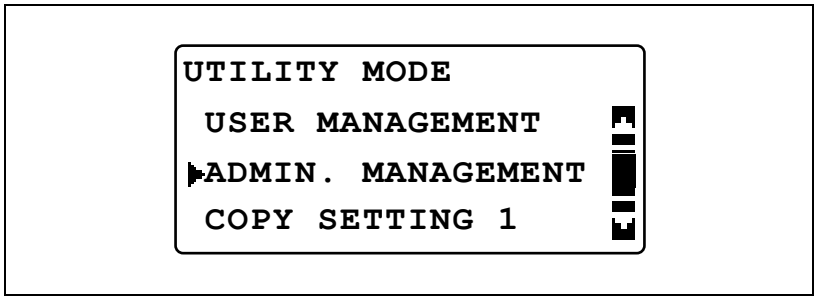


The "ADMIN. MANAGEMENT" menu appears again.

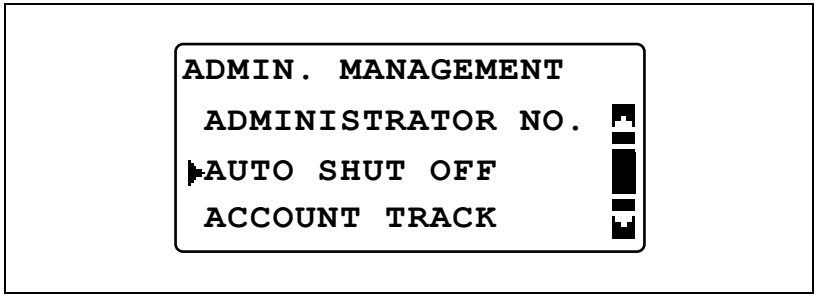
Enabling the "AUTO SHUT OFF" parameter to be set to "OFF" ("AUTO SHUT OFF" parameter)

1 Display the "ADMIN. MANAGEMENT" menu.

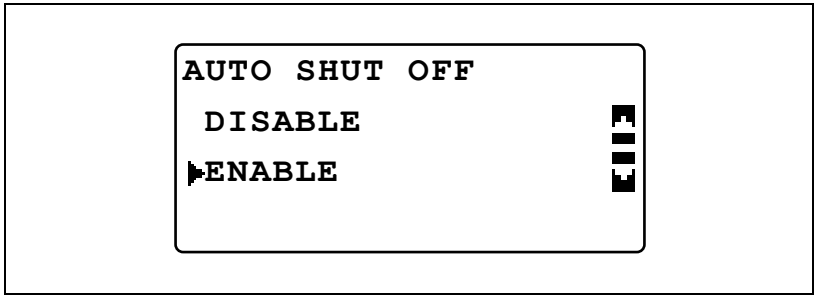
– Refer to "Displaying the "ADMIN. MANAGEMENT" menu" on page 7-37.



2 Press the [▲] or [▼] key until "AUTO SHUT OFF" is selected, and then press the [OK] key.

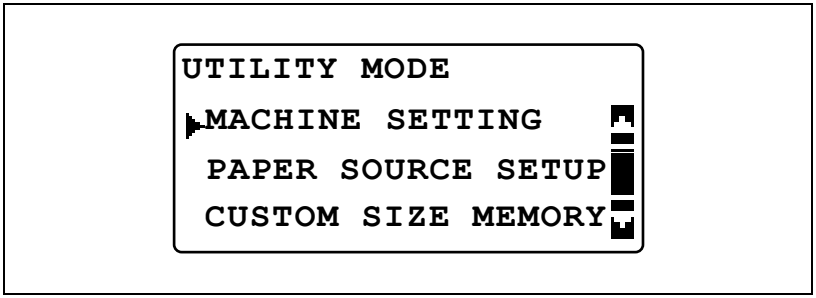


3 Press the [▲] or [▼] key until "ENABLE" is selected, and then press the [OK] key.



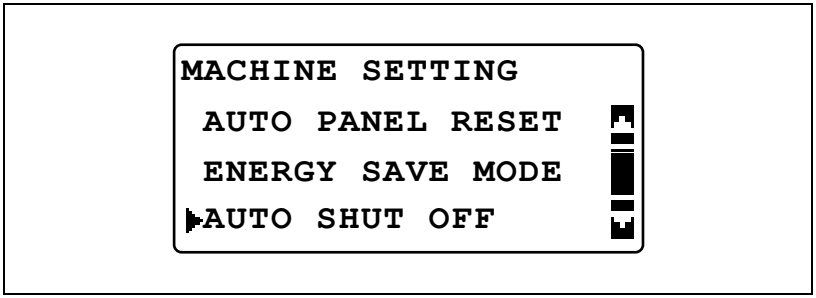
The "ADMIN. MANAGEMENT" menu appears again.

4 In the "UTILITY MODE" menu, select "MACHINE SETTING".

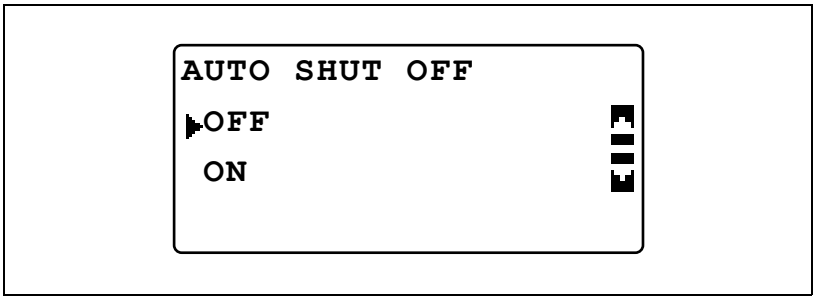


– Refer to "Displaying the "MACHINE SETTING" menu" on page 7-7.

5 Press the [▲] or [▼] key until "AUTO SHUT OFF" is selected, and then press the [OK] key.



6 Press the [▲] or [▼] key until "OFF" is selected, and then press the [OK] key.

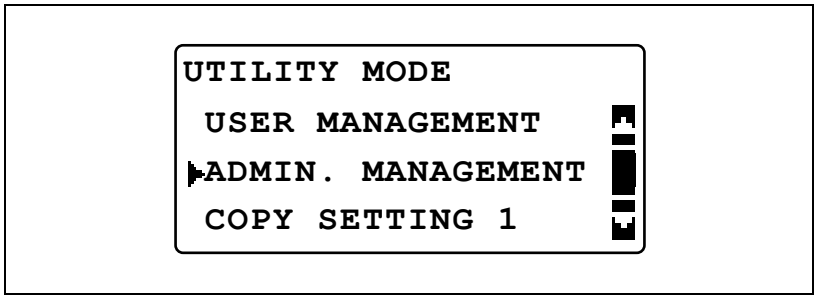


The "MACHINE SETTING" menu appears again.

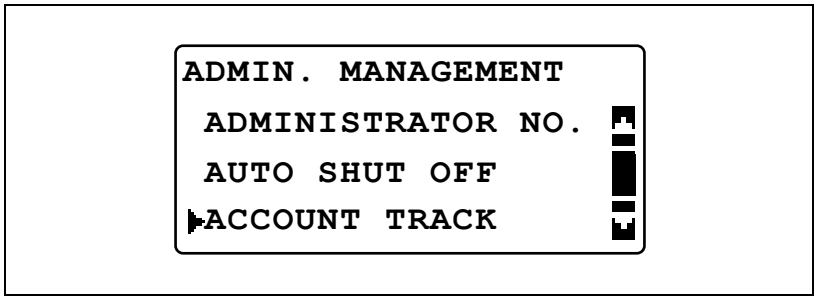
Enabling/disabling account number management

1 Display the "ADMIN. MANAGEMENT" menu.

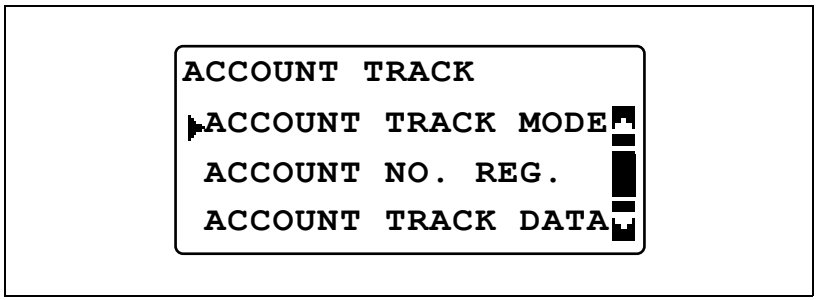
– Refer to "Displaying the "ADMIN. MANAGEMENT" menu" on page 7-37.



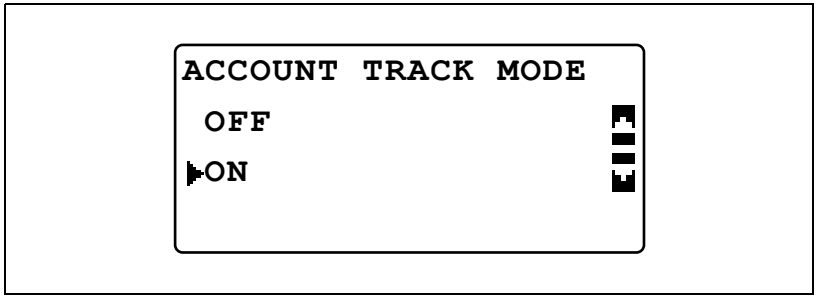
2 Press the [▲] or [▼] key until "ACCOUNT TRACK" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "ACCOUNT TRACK MODE" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "ON" is selected, and then press the [OK] key.



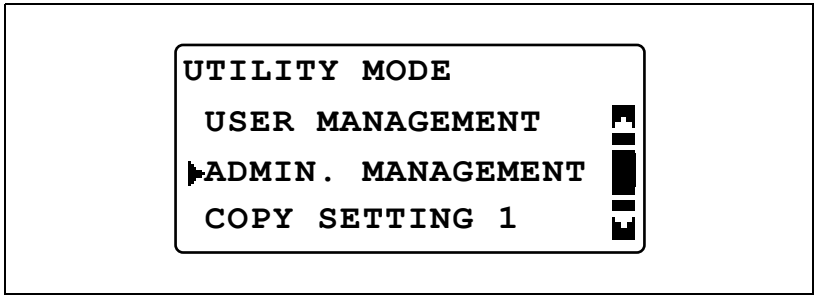
The "ACCOUNT TRACK" menu appears again.

Registering account numbers

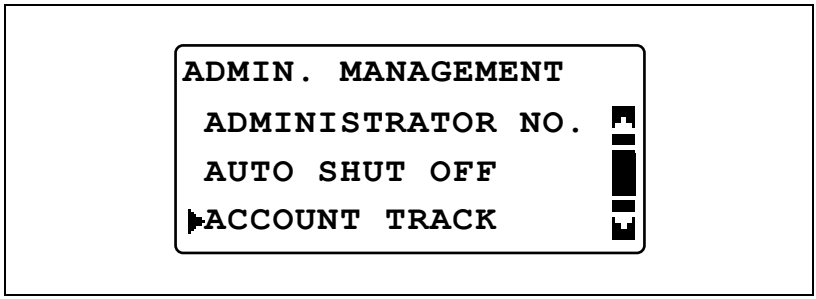
Account numbers can be registered for a maximum of 50 accounts.

1 Display the "ADMIN. MANAGEMENT" menu.

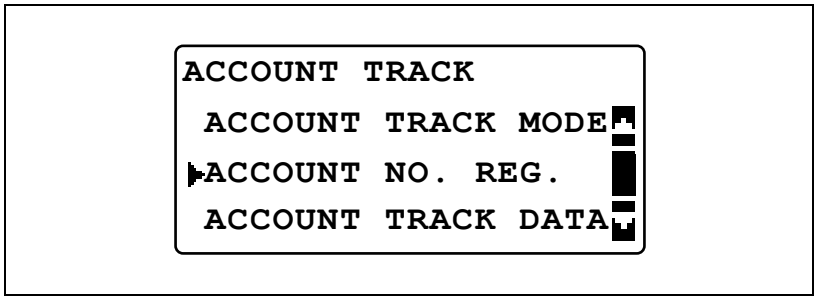
– Refer to "Displaying the "ADMIN. MANAGEMENT" menu" on page 7-37.



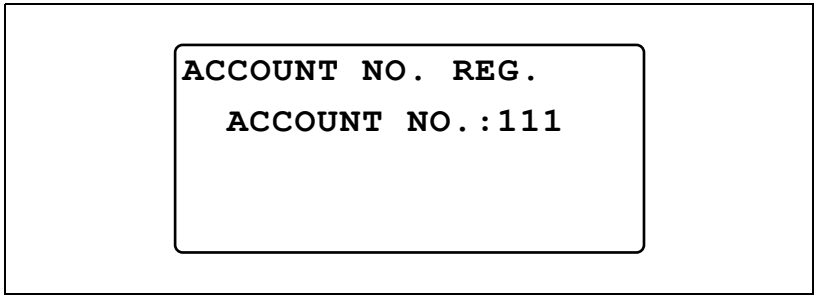
2 Press the [▲] or [▼] key until "ACCOUNT TRACK" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "ACCOUNT NO. REG." is selected, and then press the [OK] key.

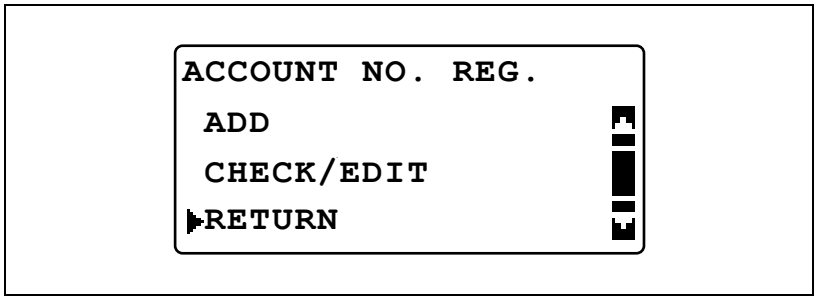


4 Use the keypad to type in the account number, and then press the [OK] key.



– Specify a three-digit account number (between 001 and 999).
– To correct the entered number, press the [Clear/Stop] key, and then type in the correct number.

5 Press the [▲] or [▼] key until "RETURN" is selected, and then press the [OK] key.



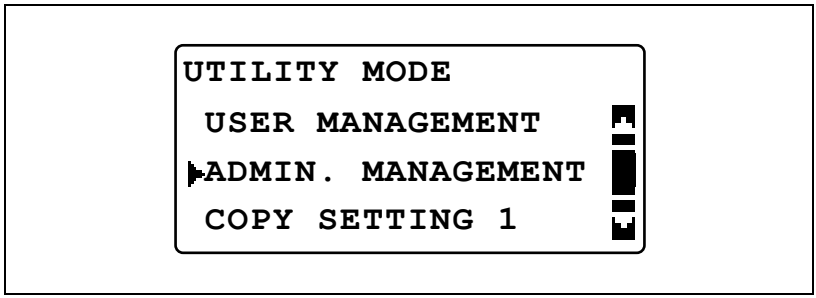
– To register another account number, select "ADD".
– If account numbers for 50 account have already been registered, the message "UP TO 50 ACCOUNTS" appears.

The "ACCOUNT TRACK" menu appears again.

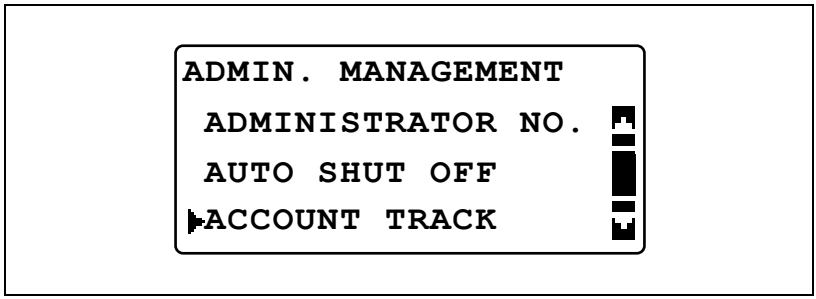
Changing/deleting account numbers

1 Display the "ADMIN. MANAGEMENT" menu.

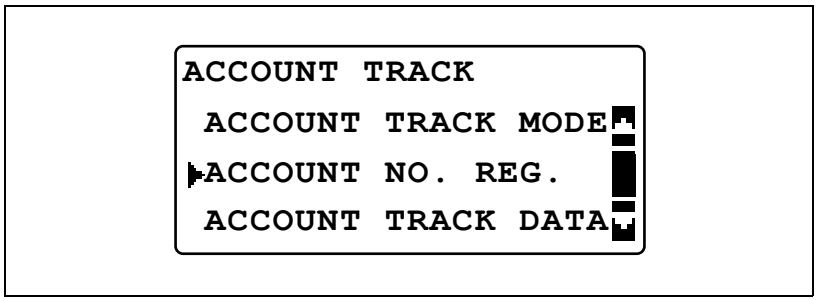
– Refer to "Displaying the "ADMIN. MANAGEMENT" menu" on page 7-37.



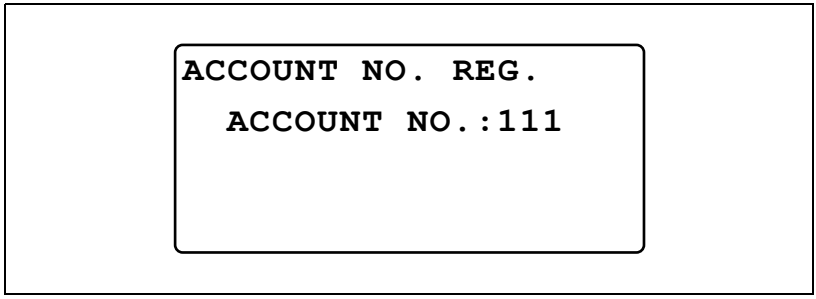
2 Press the [▲] or [▼] key until "ACCOUNT TRACK" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "ACCOUNT NO. REG." is selected, and then press the [OK] key.

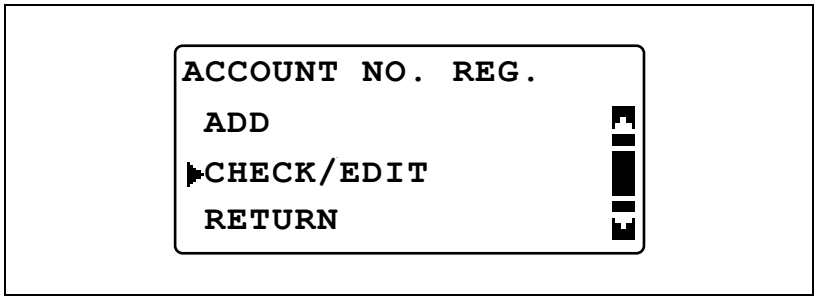


4 Use the keypad to type in account number to be changed or deleted, and then press the [OK] key.

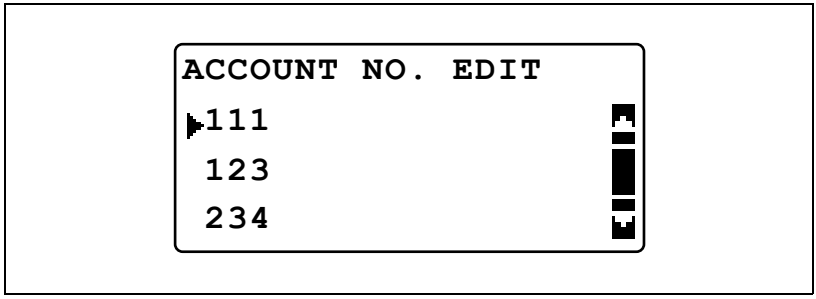


– Specify a three-digit account number (between 001 and 999).
– To correct the entered number, press the [Clear/Stop] key, and then type in the correct number.

5 Press the [▲] or [▼] key until "CHECK/EDIT" is selected, and then press the [OK] key.



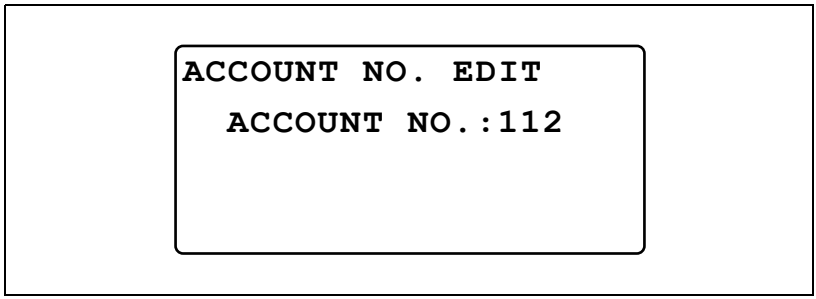
6 Press the [▲] or [▼] key until the number to be changed or deleted is selected.



– To change the number, press the [OK] key, and then continue with step 7.

– To delete the number, press the [Clear/Stop] key, and then select "YES" in the screen that appeared.

7 Use the keypad to type in the new number, and then press the [OK] key.



– If the entered account number is already registered, the message "REGISTERED!" appears.
– To change/delete another number, repeat steps 6 and 7.

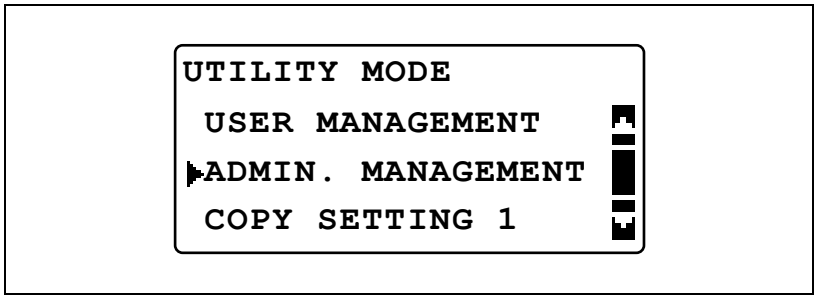
8 After the numbers have been changed/deleted as desired, press the [Back] key three times.

The "ADMIN. MANAGEMENT" menu appears again.

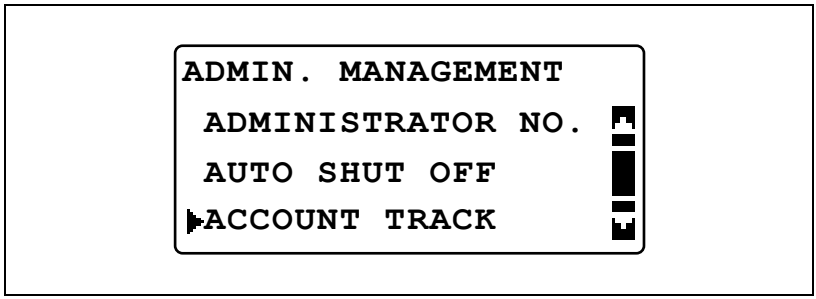
Displaying/clearing total counters for each account

1 Display the "ADMIN. MANAGEMENT" menu.

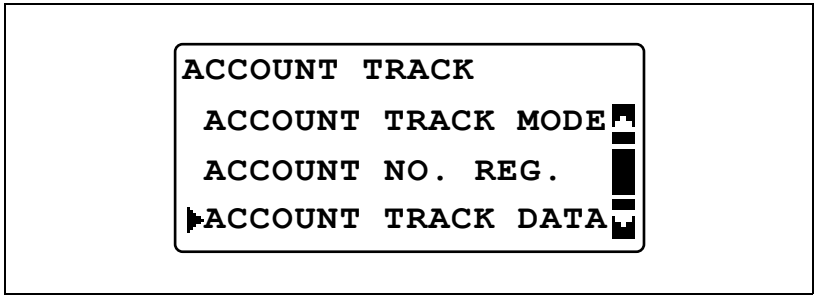
– Refer to "Displaying the "ADMIN. MANAGEMENT" menu" on page 7-37.



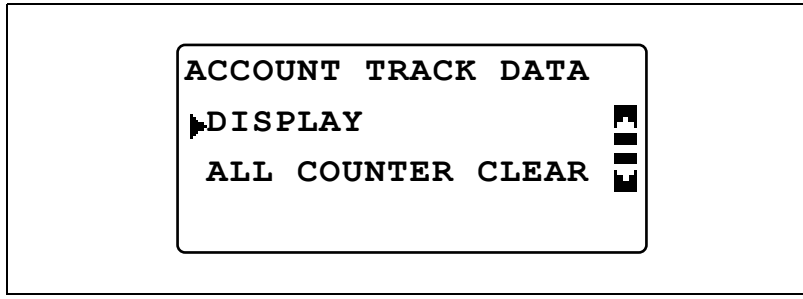
2 Press the [▲] or [▼] key until "ACCOUNT TRACK" is selected, and then press the [OK] key.



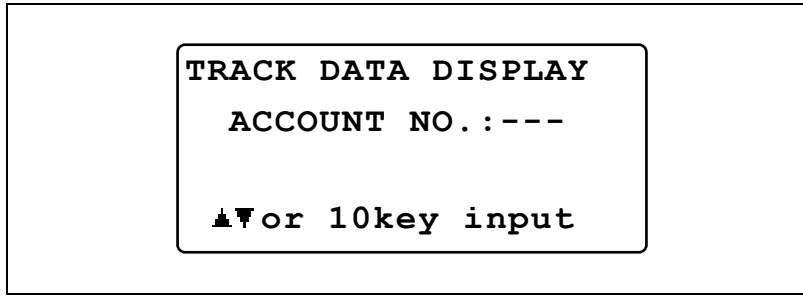
3 Press the [▲] or [▼] key until "ACCOUNT TRACK DATA" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "DISPLAY" is selected, and then press the [OK] key.



5 Press the [▲] or [▼] key or use the keypad to type in the account number for the information to be displayed, and then press the [OK] key.



The total counters for the selected account number is displayed.

6 To erase the displayed counters, press the [Clear/Stop] key.

The total counters for the selected account number is cleared.

...

Note

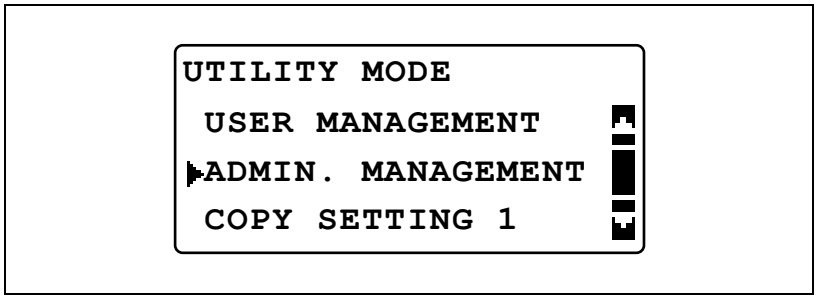
When optional fax kit FK-506 is installed, "LIST" is displayed in step 4.

If "LIST" is selected, the registered account track information is listed.

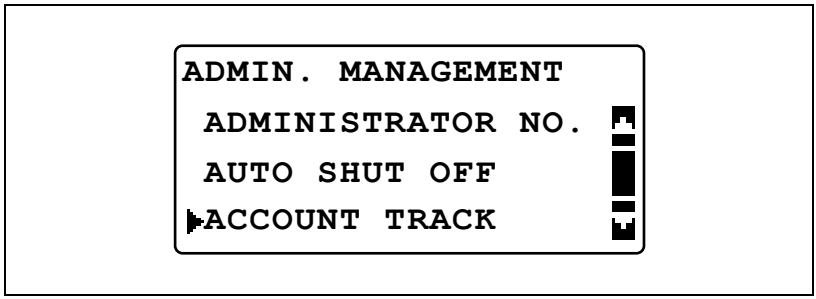
Clearing all total counters

1 Display the "ADMIN. MANAGEMENT" menu.

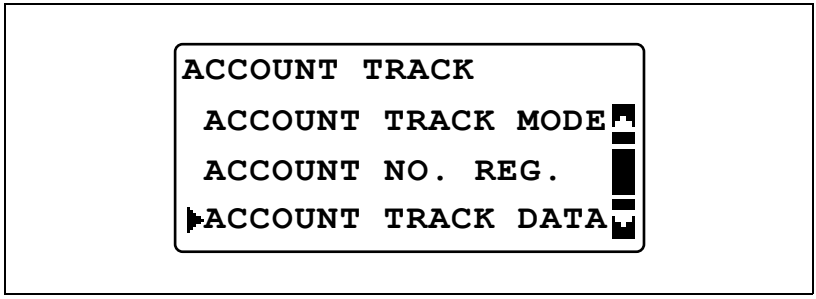
– Refer to "Displaying the "ADMIN. MANAGEMENT" menu" on page 7-37.



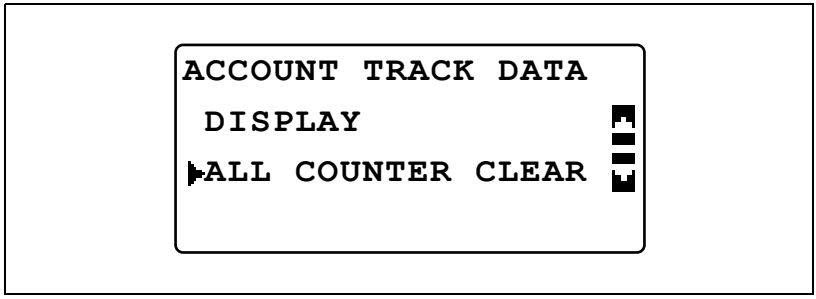
2 Press the [▲] or [▼] key until "ACCOUNT TRACK" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "ACCOUNT TRACK DATA" is selected, and then press the [OK] key.



4 Press the [▲] or [▼] key until "ALL COUNTER CLEAR" is selected, and then press the [OK] key.

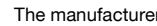


The "ACCOUNT TRACK DATA" menu appears again.

7.8 COPY SETTING 1

The settings that are selected when the machine is turned on or when the [Reset] key is pressed are called the "default settings". The default copy settings can be changed from the "COPY SETTING 1" and "COPY SETTING 2" menus.

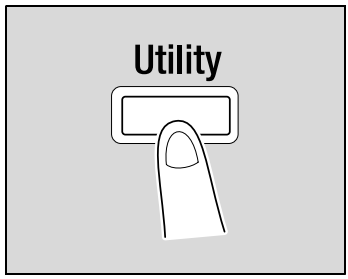
COPY SETTING 1 parameters

No.	COPY SETTING 1	Description
1	PAPER PRIORITY	This parameter can be used to select the paper drawer that is selected as a default when the "AUTO" Zoom setting is selected. The manufacturer's default setting is "TRAY1".
2	QUALITY PRIORITY	This parameter can be used to select "TEXT", "PHOTO" or "TEXT/PHOTO" for the image quality that is selected when the machine is turned on or the [Reset] key is pressed. The manufacturer's default setting is "TEXT/PHOTO".
3	DENSITY PRIORITY	This parameter can be used to select "AUTO" or "MANUAL" for the density that is selected when the machine is turned on or the [Reset] key is pressed. The manufacturer's default setting is "AUTO".
4	DENSITY LEVEL (A)	This parameter can be used to select one of three density levels for the "AUTO" Density setting. The manufacturer's default setting is  .
5	DENSITY LEVEL (M)	This parameter can be used to select one of nine density levels for the "MANUAL" Density setting. The manufacturer's default setting is  .
6	BINDING POSITION	This parameter can be used to select whether the first page of a book to be scanned is on the left (left-bound) or on the right (right-bound). The manufacturer's default setting is "LEFT".
7	MARGIN SETTING	This parameter can be used to specify between 0 and 20 mm (in 1 mm increments) the width of the binding area (margin) when copying documents to be bound. The manufacturer's default setting is 10 mm.
8	ERASE SETTING	This parameter can be used to specify between 5 and 20 mm (in 1 mm increments) the width that is erased when making copies with "FRAME ERASE", "CENTER ERASE" or "CENTER+FRAME ERASE" selected for the "ERASE" function. The manufacturer's default setting is 10 mm for.
9	SMALL ORIGINAL	This parameter is used to select whether or not copying is possible after loading a small document whose size cannot be automatically detected. The manufacturer's default setting is "DISABLE".

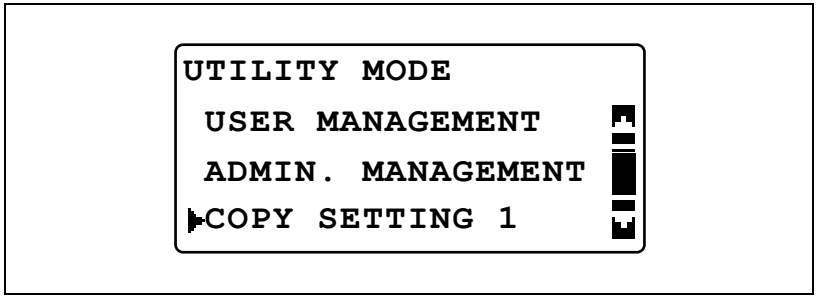
Displaying the "COPY SETTING 1" menu

1 Press the [Utility] key.

The "UTILITY MODE" menu appears.



2 Press the [▲] or [▼] key until "COPY SETTING 1" is selected, and then press the [OK] key.



The "COPY SETTING 1" menu appears.

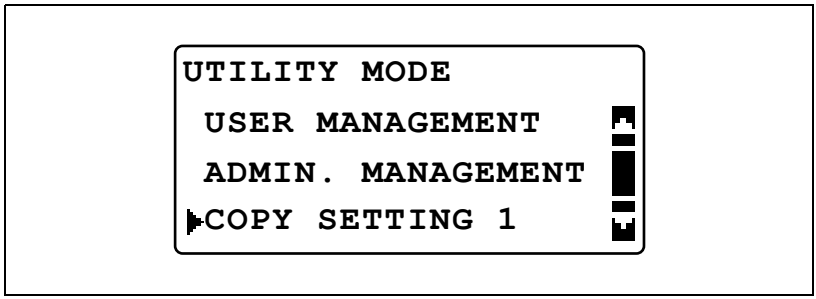
3 Press the [▲] or [▼] key until the desired COPY SETTING 1 parameter is selected, and then press the [OK] key.

– The following COPY SETTING 1 parameters are available.
PAPER PRIORITY
QUALITY PRIORITY
DENSITY PRIORITY
DENSITY LEVEL (A)
DENSITY LEVEL (M)
BINDING POSITION
MARGIN SETTING
ERASE SETTING
SMALL ORIGINAL

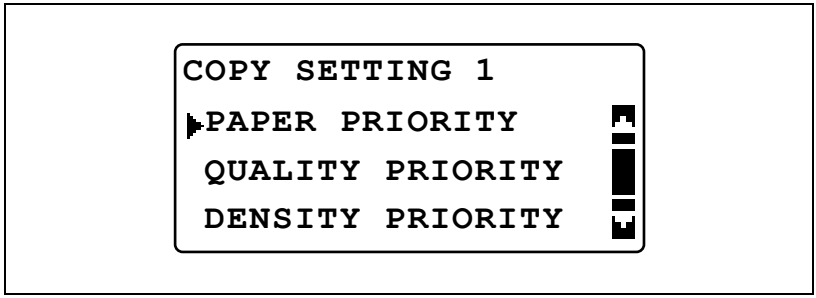
Selecting the default paper drawer ("PAPER PRIORITY" parameter)

1 Display the "COPY SETTING 1" menu.

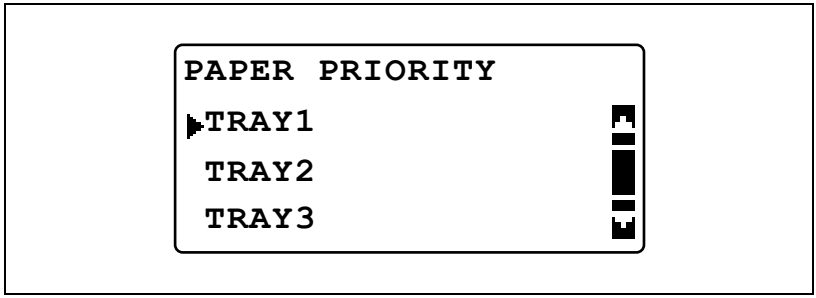
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



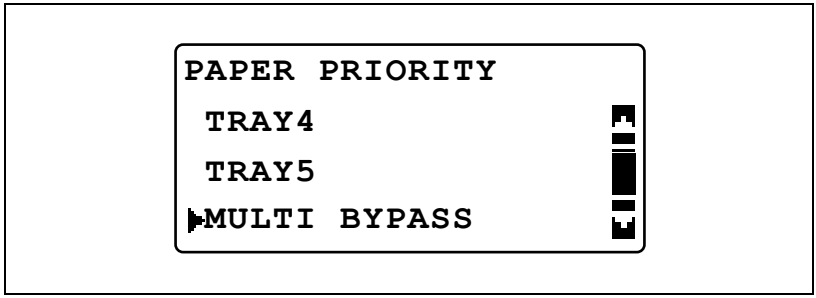
2 Press the [▲] or [▼] key until "PAPER PRIORITY" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until the desired default paper drawer is selected, and then press the [OK] key.



– If the multi bypass tray is installed, the following screen appears.



The "COPY SETTING 1" menu appears again.

...

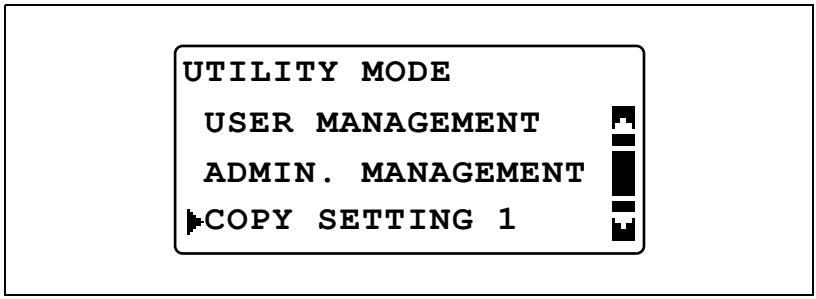
Note

If there are multiple paper drawers loaded with paper of the same size and type as that loaded into the paper drawer given priority with the "PAPER PRIORITY" parameter, and if all of these paper drawers become empty, a message may appear indicating that paper be loaded into a paper drawer that was not given priority. At that time, load paper according to the message that appears.

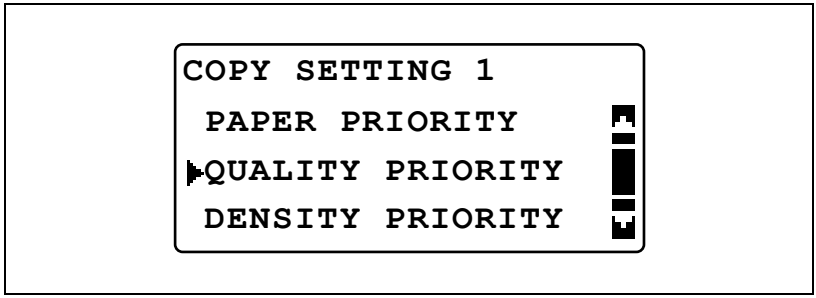
Selecting the default image quality ("QUALITY PRIORITY" parameter)

1 Display the "COPY SETTING 1" menu.

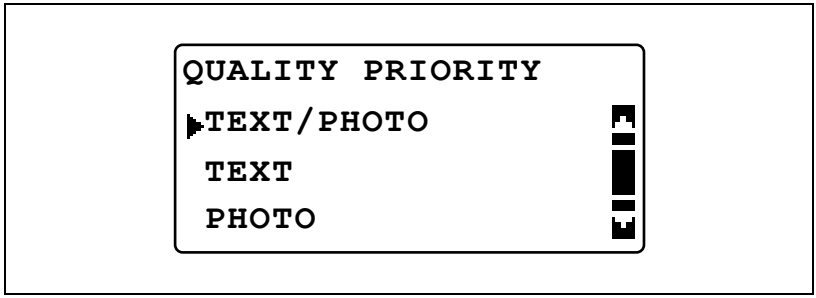
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



2 Press the [▲] or [▼] key until "QUALITY PRIORITY" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until the desired default image quality is selected, and then press the [OK] key.

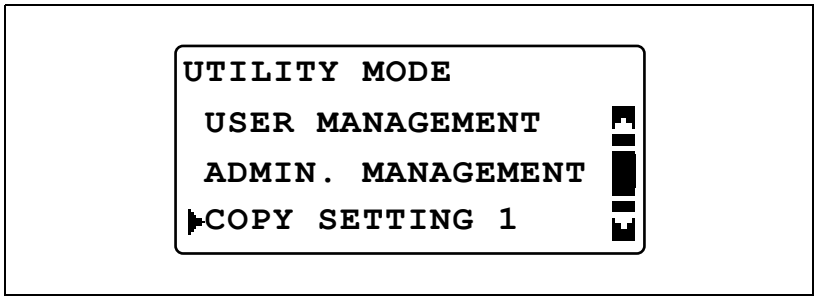


The "COPY SETTING 1" menu appears again.

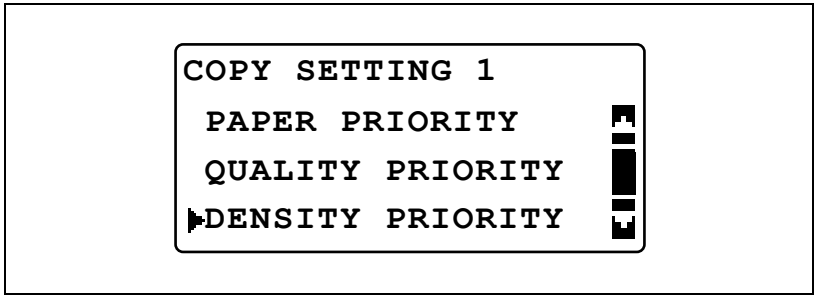
Selecting the default density ("DENSITY PRIORITY" parameter)

1 Display the "COPY SETTING 1" menu.

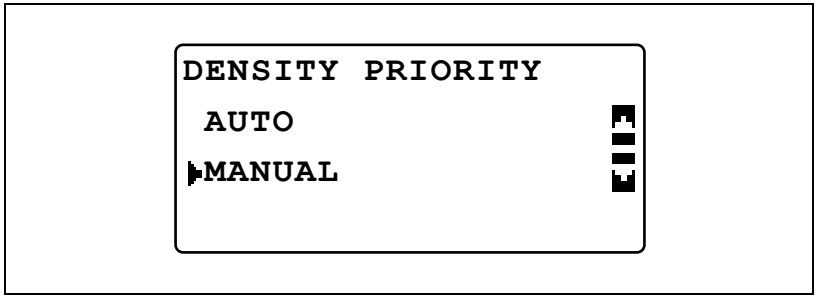
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



2 Press the [▲] or [▼] key until "DENSITY PRIORITY" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "AUTO" or "MANUAL" is selected, and then press the [OK] key.

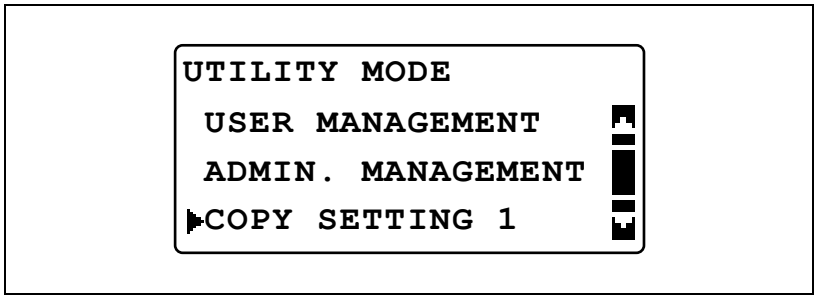


The "COPY SETTING 1" menu appears again.

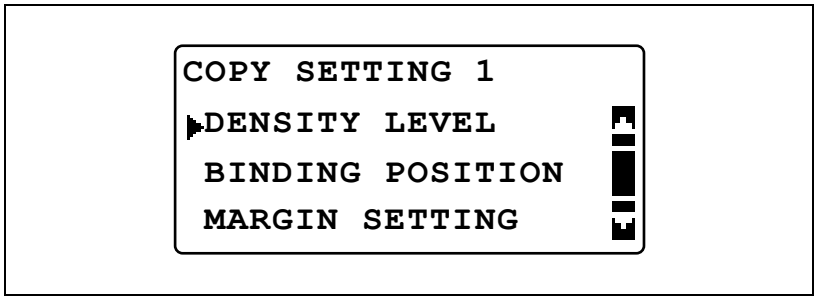
Selecting the default "AUTO" density level ("DENSITY LEVEL (A)" parameter)

1 Display the "COPY SETTING 1" menu.

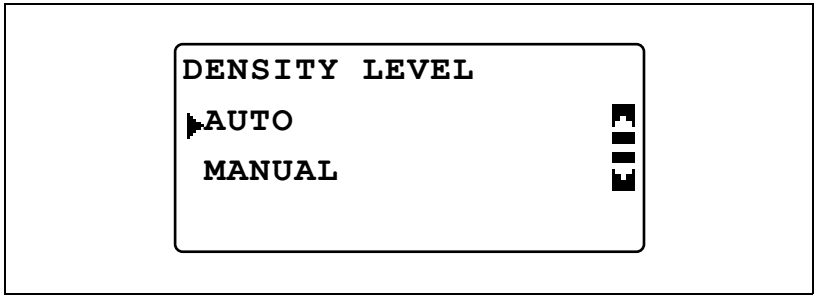
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



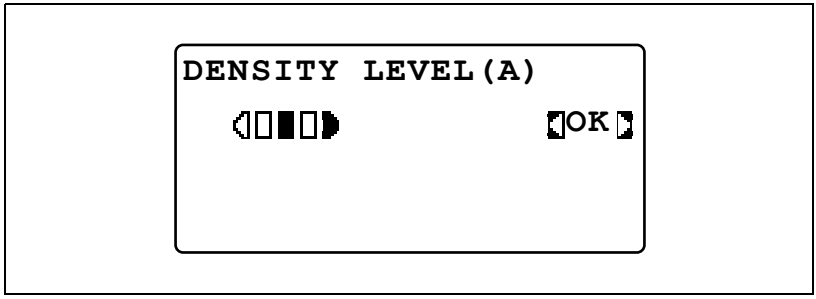
2 Press the [▲] or [▼] key until "DENSITY LEVEL" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "AUTO" is selected, and then press the [OK] key.



4 Press the [◀] or [▶] key until the desired density level is selected, and then press the [OK] key.

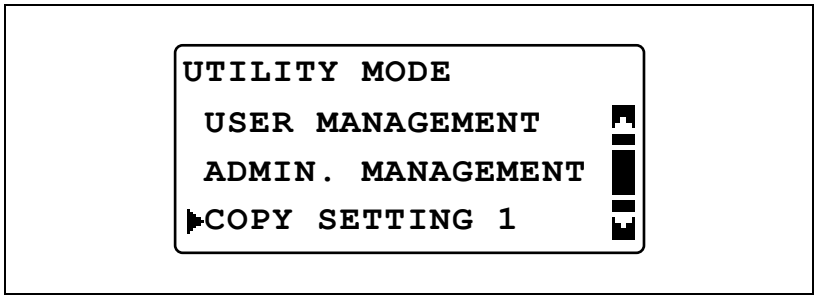


The "COPY SETTING 1" menu appears again.

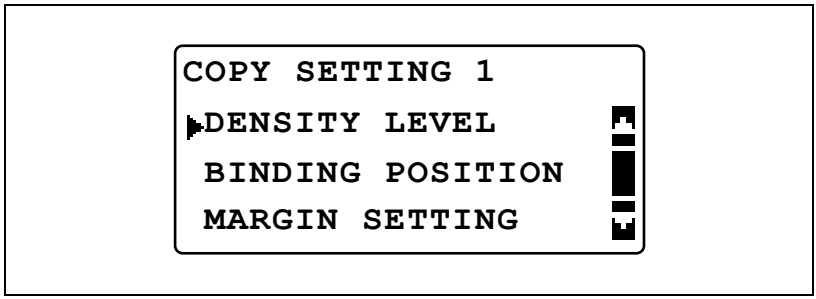
Selecting the default "MANUAL" density level ("DENSITY LEVEL (M)" parameter)

1 Display the "COPY SETTING 1" menu.

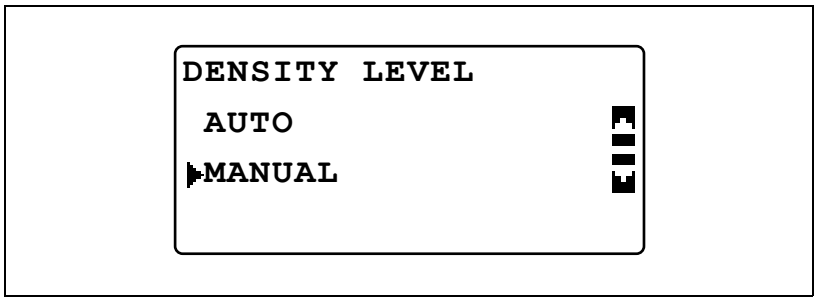
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



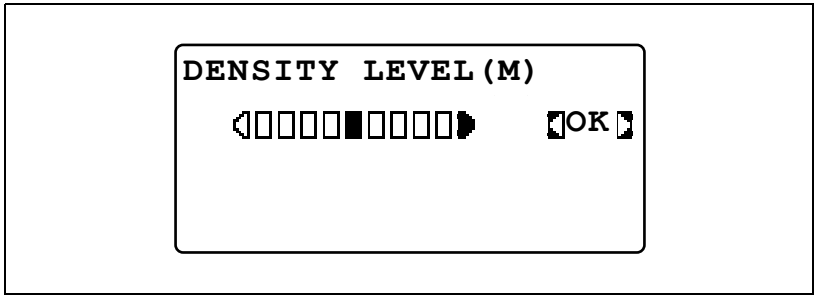
2 Press the [▲] or [▼] key until "DENSITY LEVEL" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "MANUAL" is selected, and then press the [OK] key.



4 Press the [◀] or [▶] key until the desired density level is selected, and then press the [OK] key.

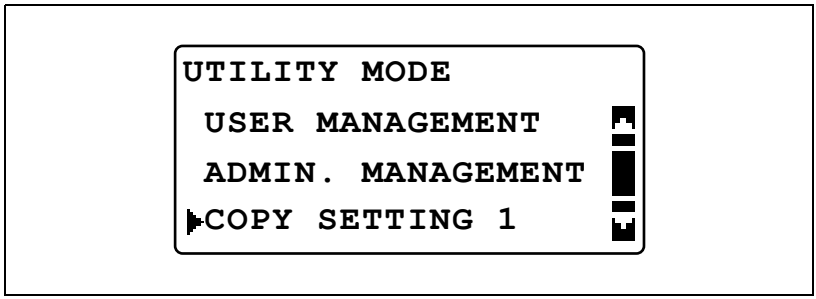


The "COPY SETTING 1" menu appears again.

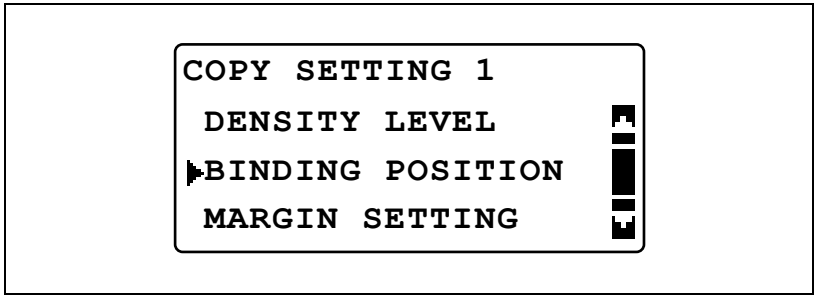
Selecting the book binding position ("BINDING POSITION" parameter)

1 Display the "COPY SETTING 1" menu.

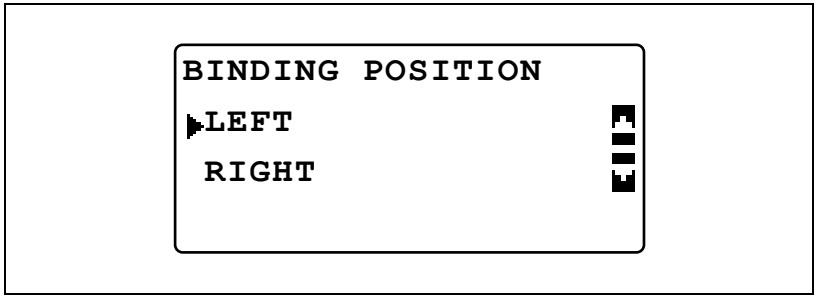
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



2 Press the [▲] or [▼] key until "BINDING POSITION" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "LEFT" or "RIGHT" is selected, and then press the [OK] key.

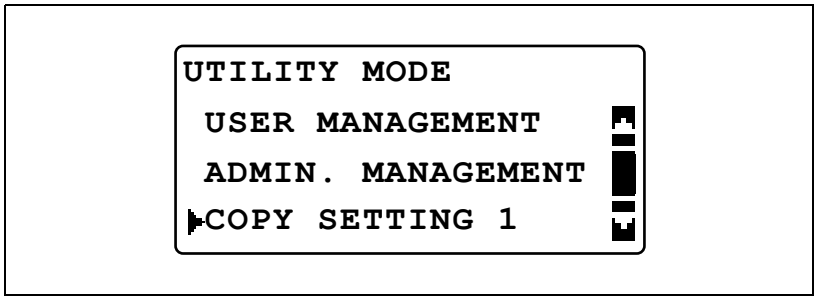


The "COPY SETTING 1" menu appears again.

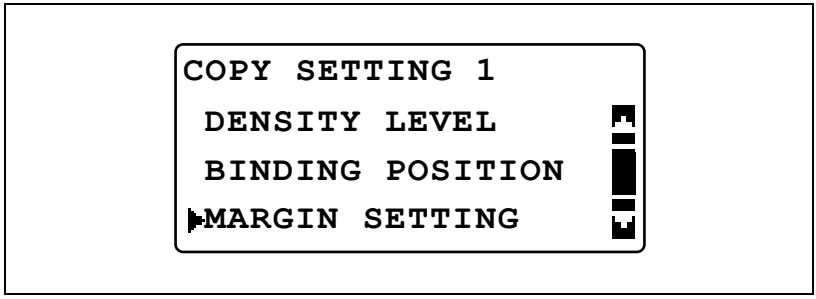
Adjusting the margin width ("MARGIN SETTING" parameter)

1 Display the "COPY SETTING 1" menu.

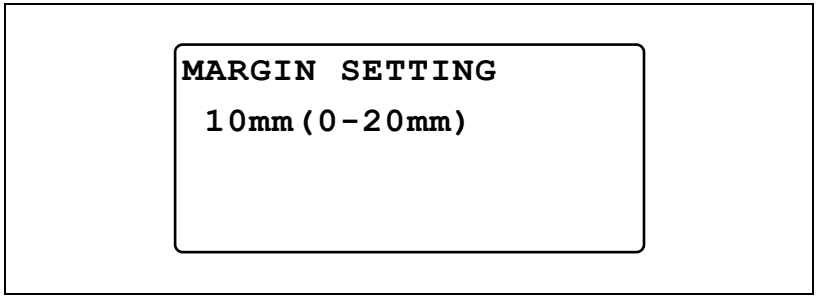
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



2 Press the [▲] or [▼] key until "MARGIN SETTING" is selected, and then press the [OK] key.



3 Use the keypad to type in margin width, and then press the [OK] key.



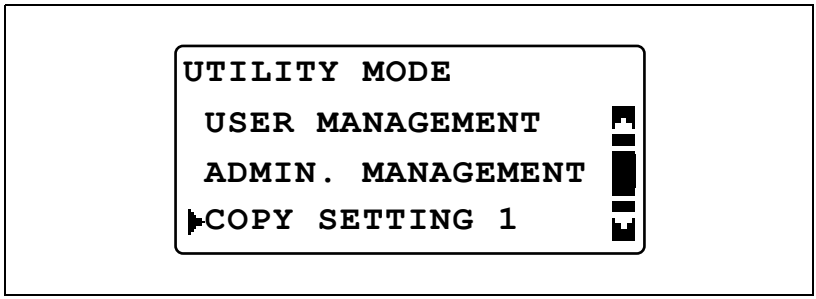
– The binding width can be set between 0 and 20 mm.
– To correct the entered number, press the [Clear/Stop] key, and then use the keypad to type in the correct number.

The "COPY SETTING 1" menu appears again.

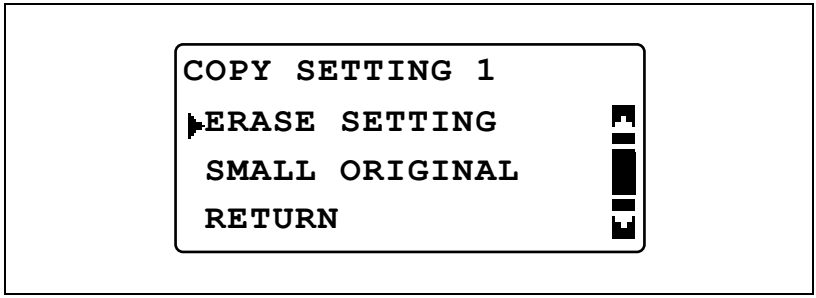
Adjusting the width of the erased area ("ERASE SETTING" parameter)

1 Display the "COPY SETTING 1" menu.

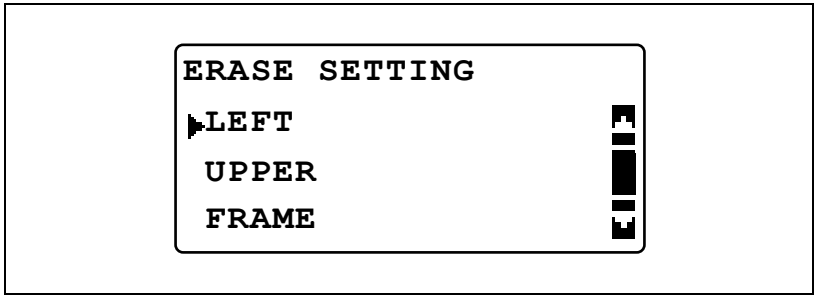
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



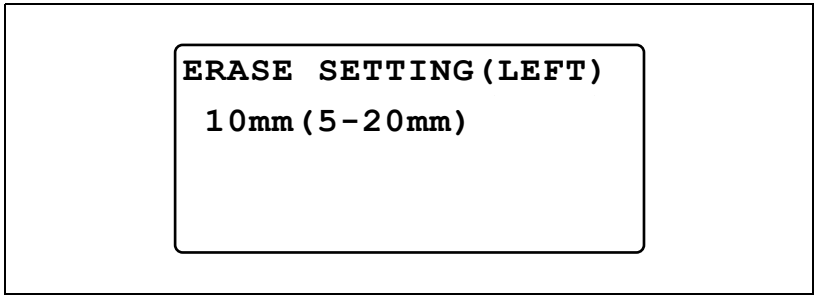
2 Press the [▲] or [▼] key until "ERASE SETTING" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "LEFT", "UPPER" or "FRAME" is selected, and then press the [OK] key.



4 Use the keypad to type in width to be erased, and then press the [OK] key.



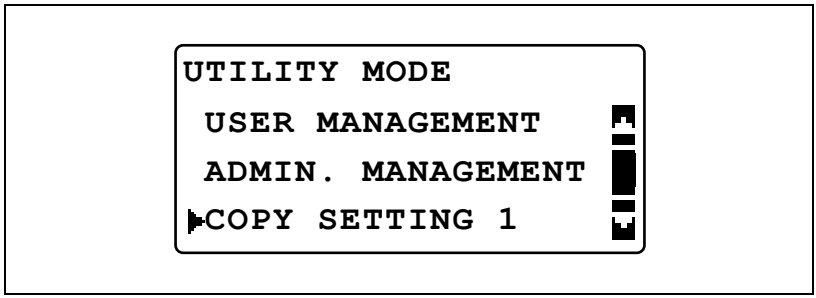
– The width of the area to be erased can be set between 5 and 20 mm.
– To correct the entered number, press the [Clear/Stop] key, and then use the keypad to type in the correct number.

The "COPY SETTING 1" menu appears again.

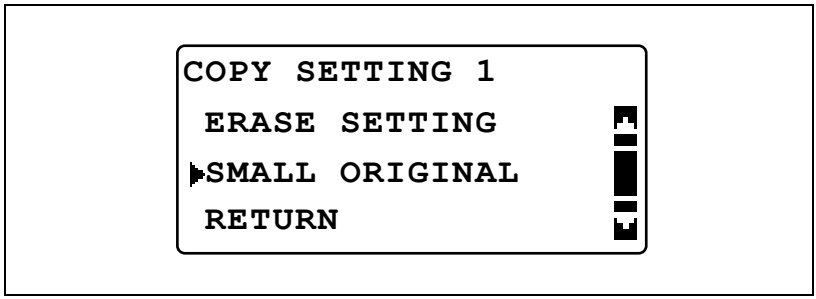
Selecting the setting for small-sized documents ("SMALL ORIGINAL" parameter)

1 Display the "COPY SETTING 1" menu.

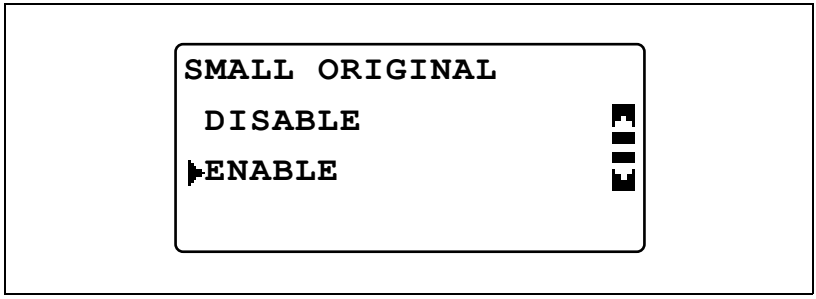
– Refer to "Displaying the "COPY SETTING 1" menu" on page 7-55.



2 Press the [▲] or [▼] key until "SMALL ORIGINAL" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "ENABLE" or "DISABLE" is selected, and then press the [OK] key.

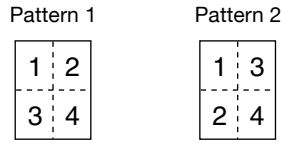


The "COPY SETTING 1" menu appears again.

7.9 COPY SETTING 2

The settings that are selected when the machine is turned on or when the [Reset] key is pressed are called the "default settings". The default copy settings can be changed from the "COPY SETTING 1" and "COPY SETTING 2" menus.

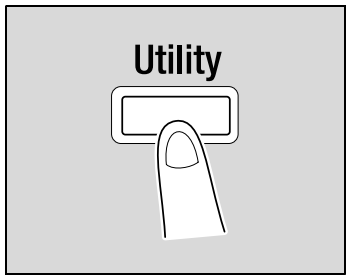
COPY SETTING 2 parameters

No.	COPY SETTING 2	Description
1	COPY PRIORITY	This parameter can be used to select whether the "AUTO" Paper setting or the "AUTO" Zoom setting is selected or the setting is selected manually in Copy mode when the machine is turned on or the [Reset] key is pressed. The manufacturer's default setting is "AUTO PAPER SELECT".
2	OUTPUT PRIORITY	This parameter can be used to select "NON-SORT", "SORT" or "GROUP" for the default Finishing setting selected when the machine is turned on or the [Reset] key is pressed. The manufacturer's default setting is "NON-SORT".
3	4IN1 COPY ORDER	This parameter can be used to select the copy order during 4in1 copying.  The manufacturer's default setting is "PATTERN1".
4	MIXED ORIGINAL	This parameter can be used to select whether or not the "Mixed Original" setting is selected when the machine is turned on or the [Reset] key is pressed. A setting can be selected for this parameter only if the optional document feeder or reverse automatic document feeder is installed. The manufacturer's default setting is "OFF".
5	DUPLEX COPY	This parameter can be used to select whether or not double-sided printing is used. The optional duplex unit must be installed (option for ineo 213 only). The manufacturer's default setting is "OFF".
6	CRISSCROSS MODE	This parameter can be used to select whether or not copies are fed out in a crisscross pattern when the crisscross output conditions are met. This parameter is not available if shift tray SF-501 is installed. The manufacturer's default setting is "ON".

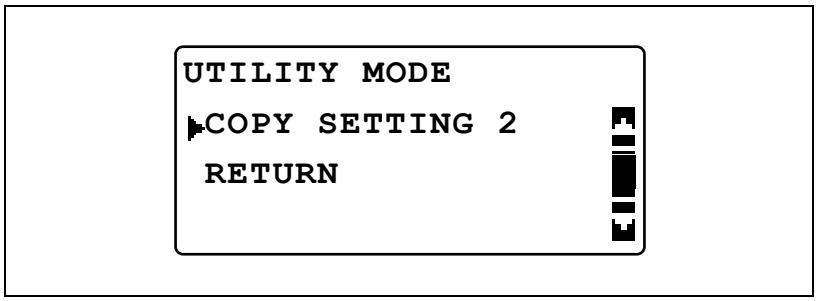
Displaying the "COPY SETTING 2" menu

1 Press the [Utility] key.

The "UTILITY MODE" menu appears.



2 Press the [▲] or [▼] key until "COPY SETTING 2" is selected, and then press the [OK] key.



The "COPY SETTING 2" menu appears.

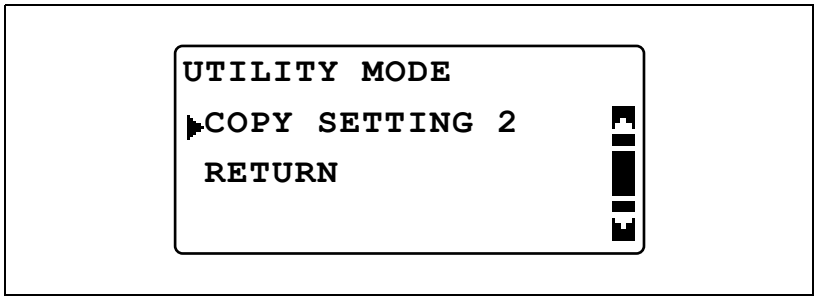
3 Press the [▲] or [▼] key until the desired COPY SETTING 2 parameter is selected, and then press the [OK] key.

– The following COPY SETTING 1 parameters are available.
COPY PRIORITY
OUTPUT PRIORITY
4IN1 COPY ORDER
MIXED ORIGINAL
DUPLEX COPY
CRISSCROSS MODE

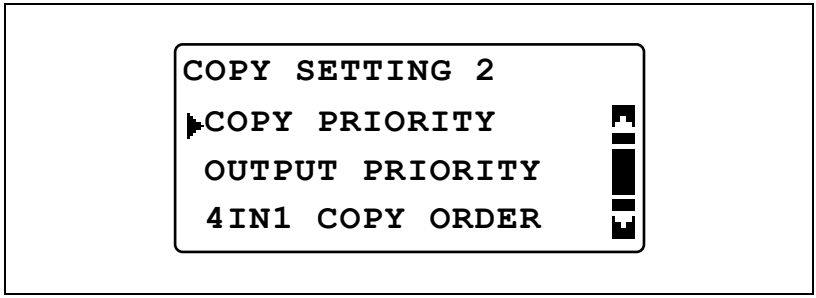
Selecting the default copy settings ("COPY PRIORITY" parameter)

1 Display the "COPY SETTING 2" menu.

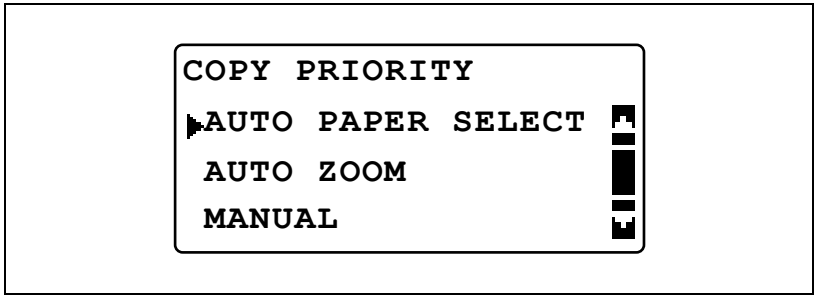
– Refer to "Displaying the "COPY SETTING 2" menu" on page 7-71.



2 Press the [▲] or [▼] key until "COPY PRIORITY" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "AUTO PAPER SELECT", "AUTO ZOOM" or "MANUAL" is selected, and then press the [OK] key.

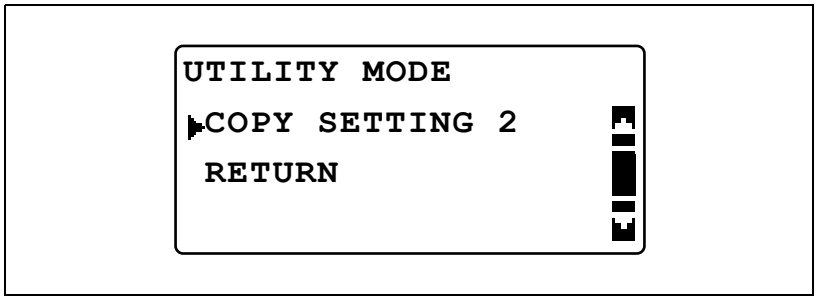


The "COPY SETTING 2" menu appears again.

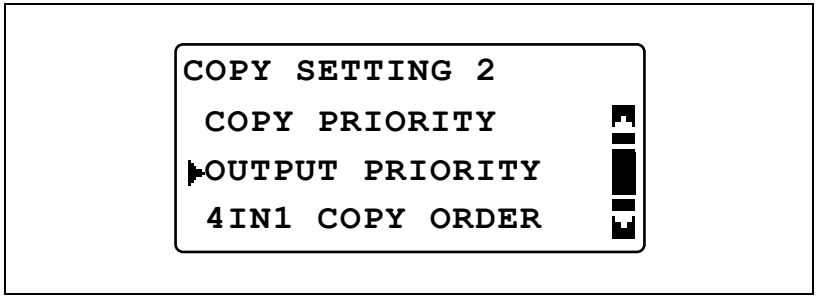
Selecting the default Finishing setting ("OUTPUT PRIORITY" parameter)

1 Display the "COPY SETTING 2" menu.

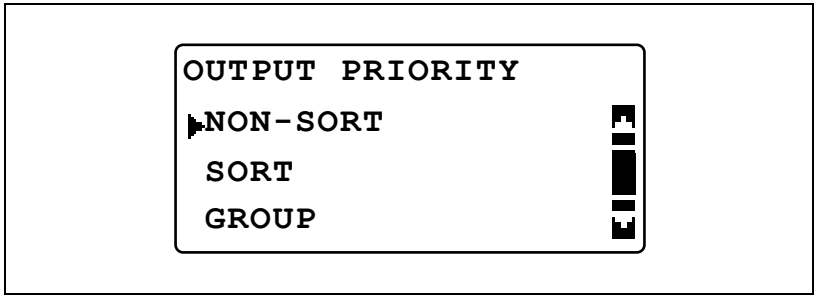
– Refer to "Displaying the "COPY SETTING 2" menu" on page 7-71.



2 Press the [▲] or [▼] key until "OUTPUT PRIORITY" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "NON-SORT", "SORT" or "GROUP" is selected, and then press the [OK] key.

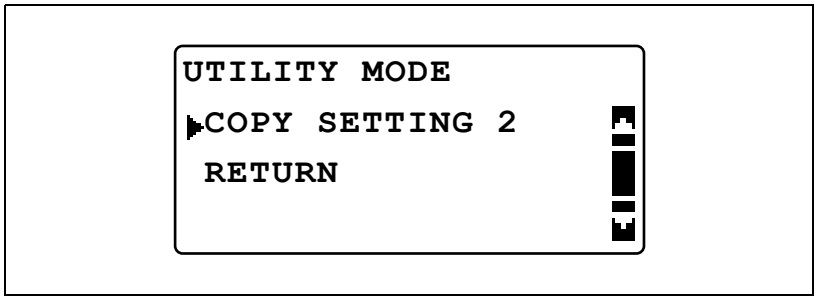


The "COPY SETTING 2" menu appears again.

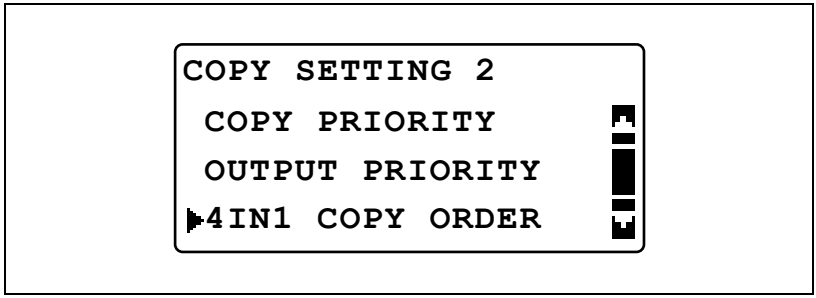
Selecting the 4in1 page order ("4IN1 COPY ORDER" parameter)

1 Display the "COPY SETTING 2" menu.

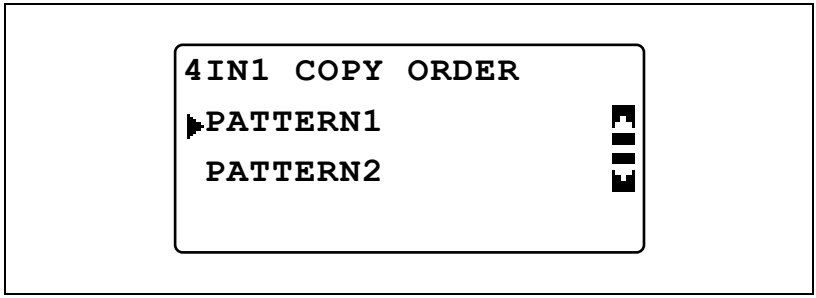
– Refer to "Displaying the "COPY SETTING 2" menu" on page 7-71.



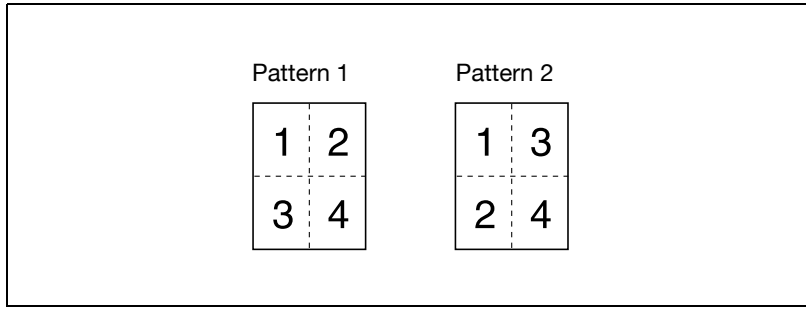
2 Press the [▲] or [▼] key until "4IN1 COPY ORDER" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "PATTERN1" or "PATTERN2" is selected, and then press the [OK] key.



– The page arrangements for "PATTERN1" and "PATTERN2" are shown at the right.



The "COPY SETTING 2" menu appears again.

Selecting the default "MIXED ORIGINAL" setting ("MIXED ORIGINAL" parameter)

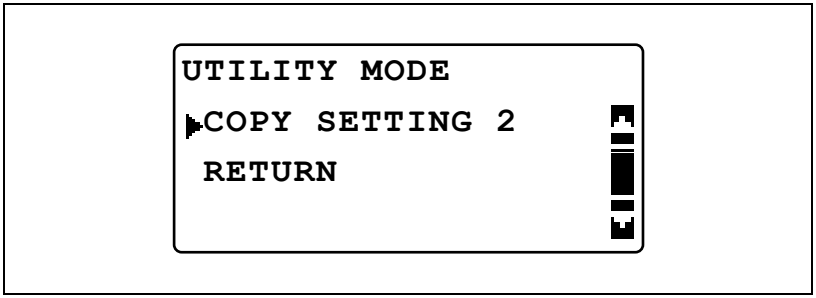
...

Note

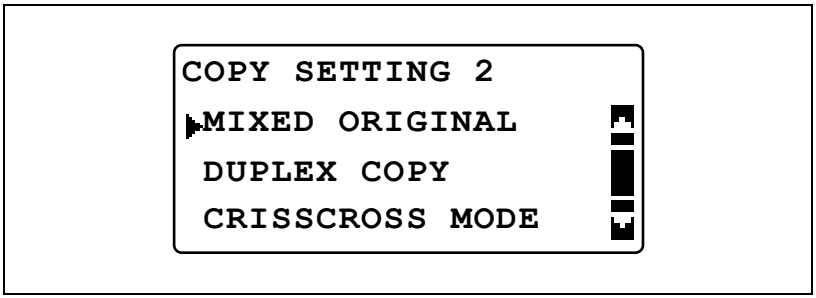
A setting can be selected for this parameter only if the optional document feeder or reverse automatic document feeder is installed.

1 Display the "COPY SETTING 2" menu.

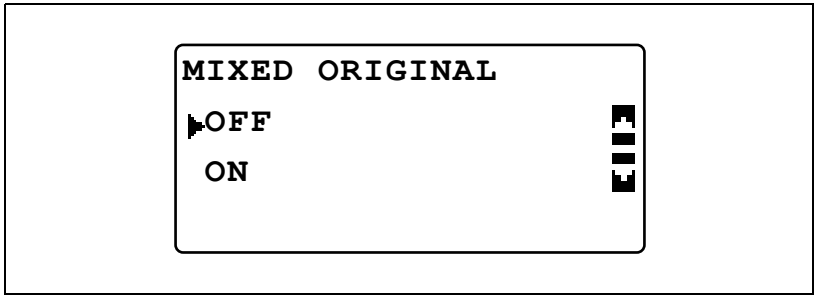
– Refer to "Displaying the "COPY SETTING 2" menu" on page 7-71.



2 Press the [▲] or [▼] key until "MIXED ORIGINAL" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "OFF" or "ON" is selected, and then press the [OK] key.



The "COPY SETTING 2" menu appears again.

Selecting the setting for double-sided copying ("DUPLEX COPY" parameter)

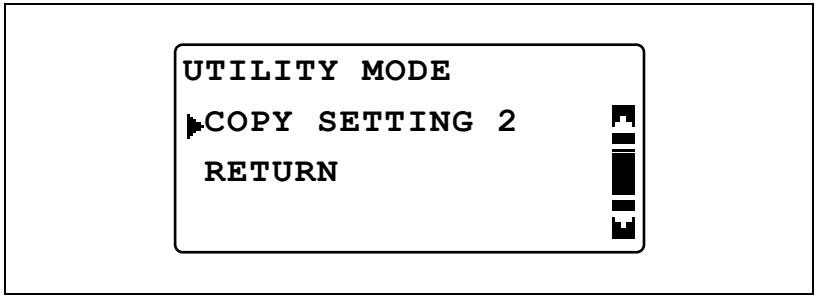
...

Note

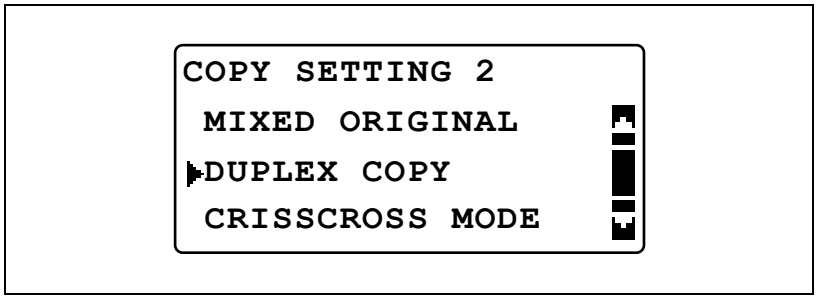
A setting can be selected for this parameter only if the optional duplex unit is installed (ineo 213 only).

1 Display the "COPY SETTING 2" menu.

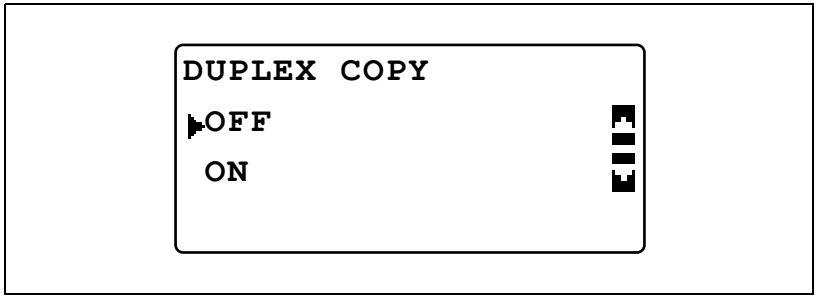
– Refer to "Displaying the "COPY SETTING 2" menu" on page 7-71.



2 Press the [▲] or [▼] key until "DUPLEX COPY" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "OFF" or "ON" is selected, and then press the [OK] key.



The "COPY SETTING 2" menu appears again.

Selecting the setting for crisscross feeding ("CRISSCROSS MODE" parameter)

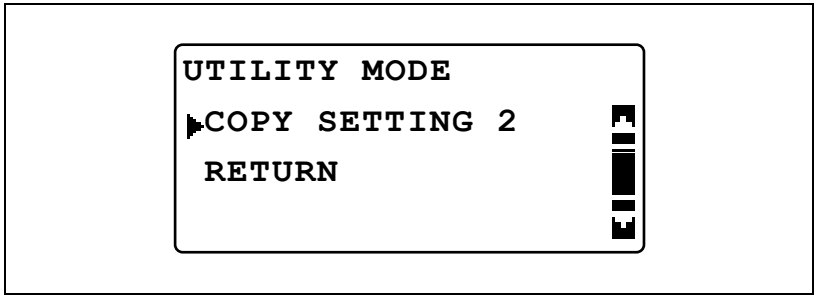
...

Note

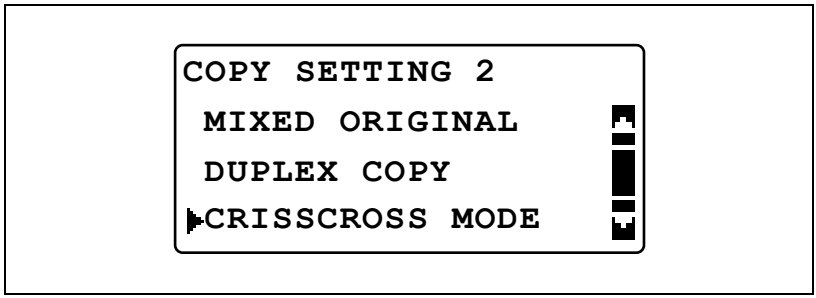
The setting for crisscross feeding cannot be selected if optional shift tray SF-501 is installed.

1 Display the "COPY SETTING 2" menu.

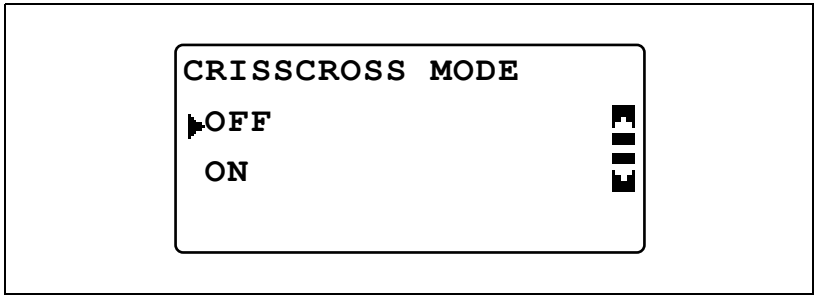
– Refer to "Displaying the "COPY SETTING 2" menu" on page 7-71.



2 Press the [▲] or [▼] key until "CRISSCROSS MODE" is selected, and then press the [OK] key.



3 Press the [▲] or [▼] key until "OFF" or "ON" is selected, and then press the [OK] key.



The "COPY SETTING 2" menu appears again.

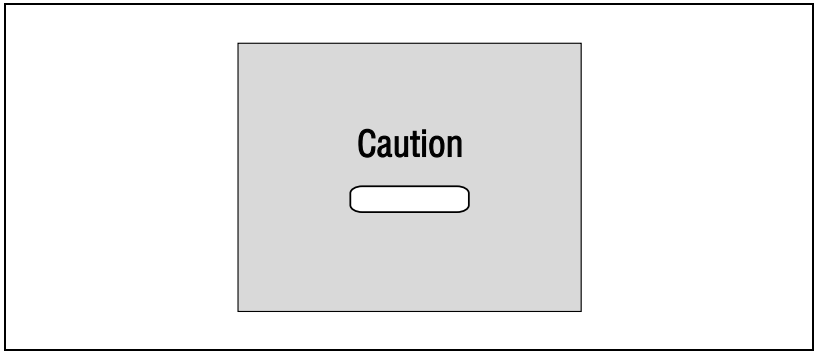
8 When a message appears

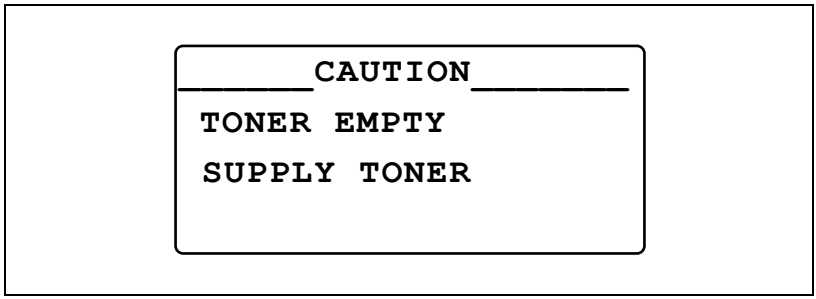
8 When a message appears

8.1 When the message "TONER EMPTY" appears

When the toner is about to run out, the message shown below appears.

When the message appears, replace the toner bottle with a new one.





...

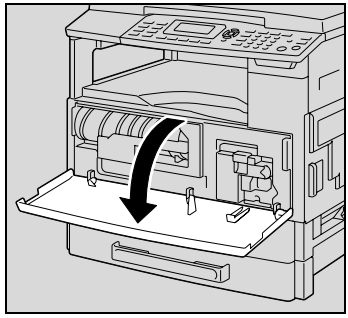
Reminder

Use only toner bottles developed specifically for this machine. Use of any other toner bottle may cause damage to the machine. For details, contact your service representative.

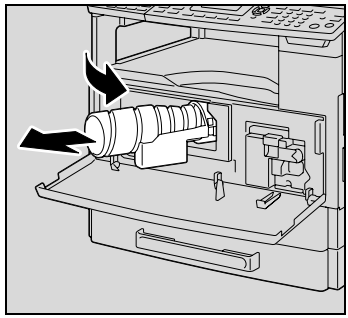
To dispose of used toner bottles, contact your service representative.

Replacing the toner bottle

1 Open the front door.

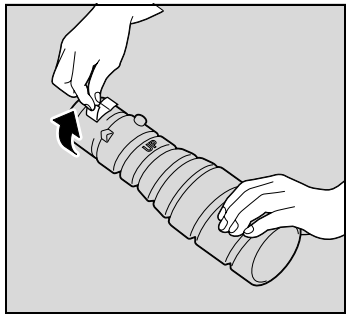


2 Open the toner bottle holder toward you, and then pull out the toner bottle.



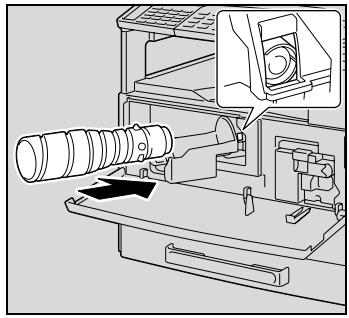
3 While holding the sealed end of the new toner bottle up, slowly peel off the seal toward you.

– Since some toner may spurt out while the seal is being peeled off, be sure to peel off the seal slowly.

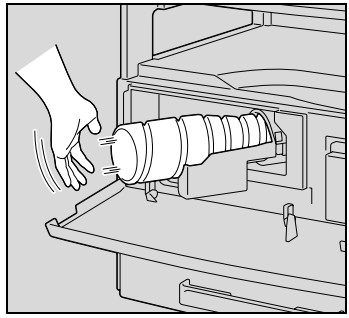


4 With the side of the toner bottle marked "UP" facing up, insert the toner bottle into the toner bottle holder.

– As shown at the right, the tab on the toner bottle should securely fit into the notch in the toner bottle holder.

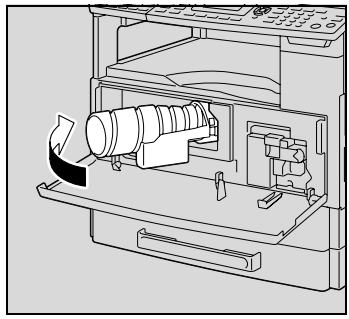


5 Lightly tap the bottom of the toner bottle three or four times.



6 Close the toner bottle holder, and then close the front door.

– When the front door is closed, toner replenishing automatically begins.

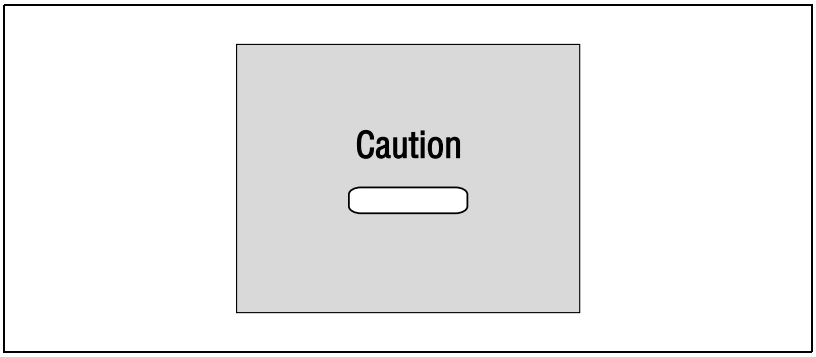


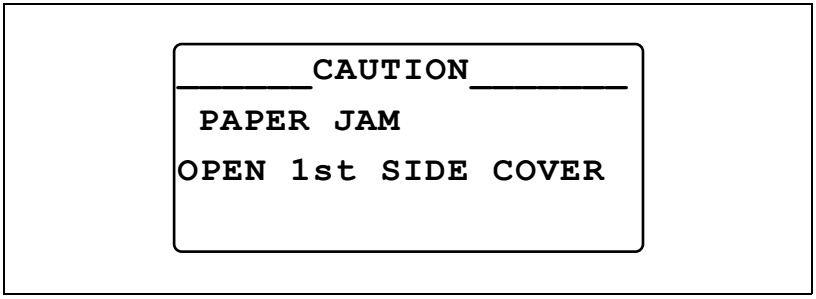
Detail

If the copy is faint immediately after the toner bottle is replaced, select the "TONER REPLENISHER" function in Utility mode. For details, refer to "Replenishing toner ("TONER REPLENISHER" function)" on page 7-33.

8.2 When the message "PAPER JAM" appears

If a paper misfeed occurs while copying/printing, the following message appears and copying/printing stops.





A message indicating the location of the paper misfeed appears in the bottom line of the screen.

Message	Location of the paper misfeed
OPEN 1st SIDE COVER	Multi bypass tray (p. 8-15) Inside the main unit or 1st paper drawer (p. 8-7)
OPEN 2nd SIDE COVER	2nd paper drawer (p. 8-12)
OPEN 3rd SIDE COVER	3rd paper drawer (p. 8-12)
OPEN 4th SIDE COVER	4th paper drawer (p. 8-12)
OPEN 5th SIDE COVER	5th paper drawer (p. 8-12)
OPEN DUPLEX COVER	Duplex unit (p. 8-17)

Follow the appropriate procedure described below to clear the misfed paper.

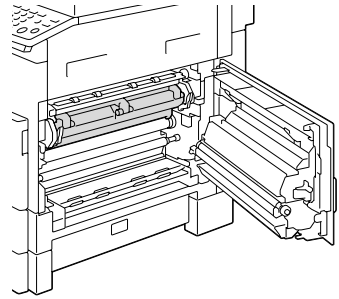
Clearing a paper misfeed inside the machine or in the 1st paper drawer

⚠ CAUTION

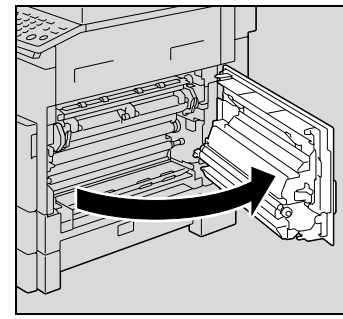
The area around the fusing unit is extremely hot.



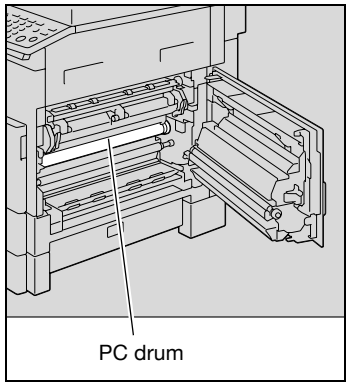
➔Touching any part other than those indicated may result in burns. If you are burnt, immediately cool the skin under cold water, and then seek professional medical attention.



1 Open the right-side door of the machine.

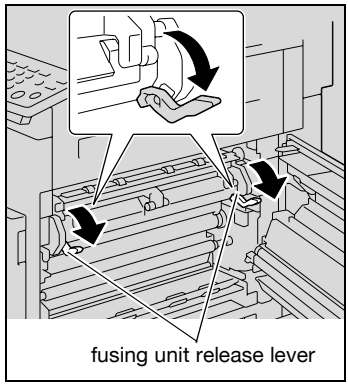


– Decreased copy quality may result if the surface of the PC drum is touched.
Be careful not to touch the surface of the PC drum.

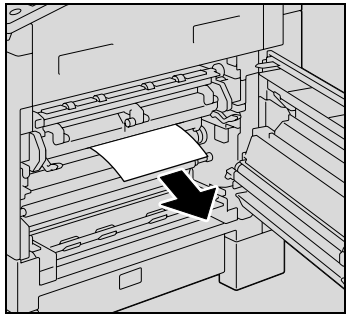


2 Pull down the fusing unit release levers.

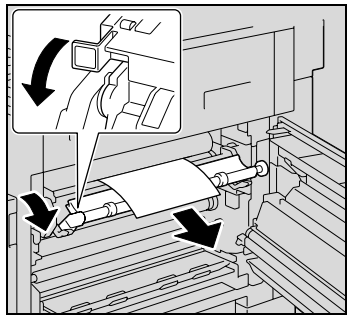
– Only hold the green part of the fusing unit release levers when pulling them down.



3 Slowly pull out the paper.

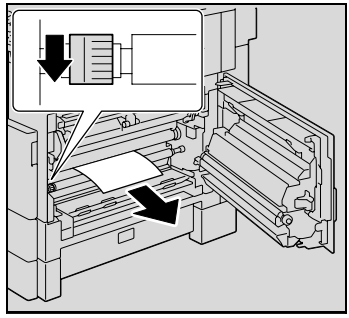


4 While holding the guide plate pressed down, slowly pull out the paper.

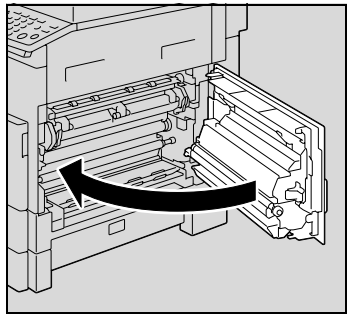


5 While turning the knob on the roller, slowly pull out the paper.

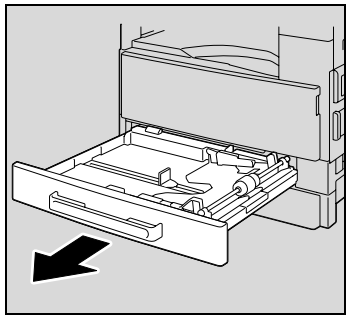
- Only turn the green knob when turning the roller.
- Do not touch the surface of the PC drum.



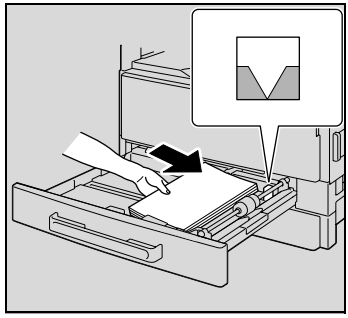
6 Close the right-side door of the machine.



7 Pull out the 1st paper drawer.

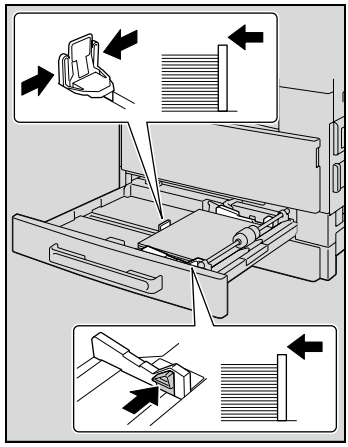


8 Remove all paper from the drawer, and then load the drawer with paper again.

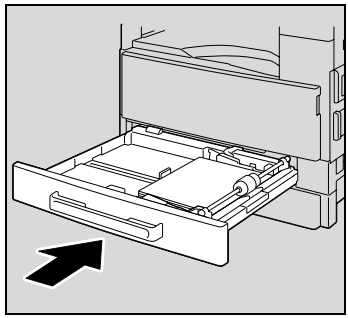


9 Slide the paper guides to fit the size of paper being loaded.

– Be sure that the paper guides are slid up against the edges of the loaded paper.

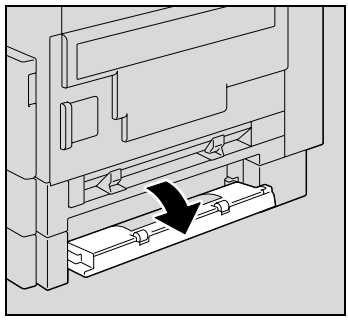


10 Close the 1st paper drawer.

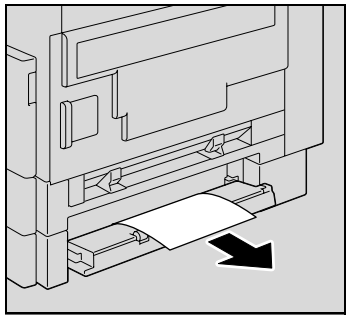


Clearing a paper misfeed in the 2nd, 3rd, 4th or 5th (optional) paper drawer

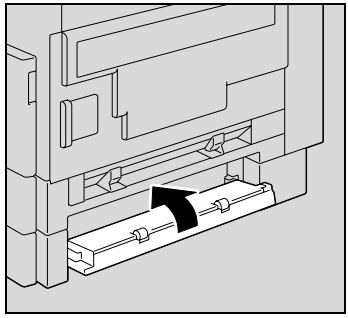
1 Open the right-side door.



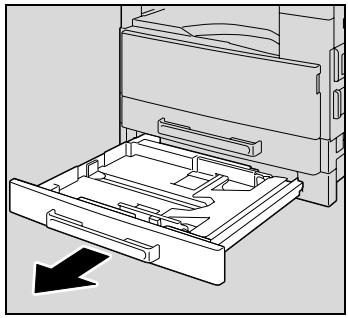
2 Slowly pull out the paper.



3 Close the right-side door.

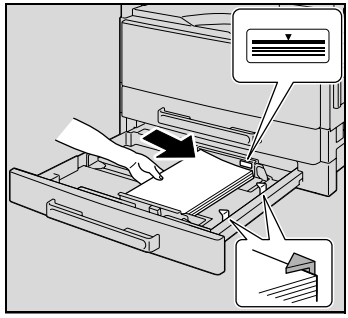


4 Pull out the paper drawer.



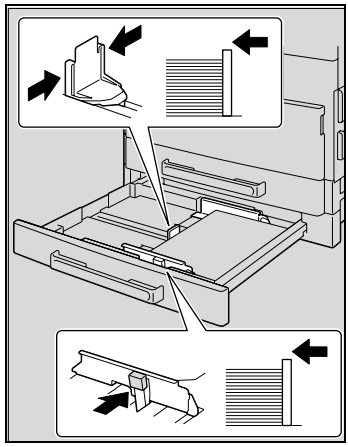
5 Remove all paper from the drawer, and then load the drawer with paper again.

– Load the paper so that it fits under the tabs and so that the top of the stack is not higher than the ▼ mark.

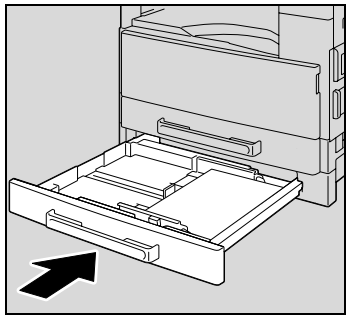


6 Slide the paper guides to fit the size of paper being loaded.

– Be sure that the paper guides are slid up against the edges of the loaded paper.

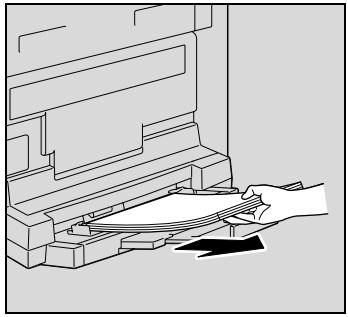


7 Close the paper drawer.

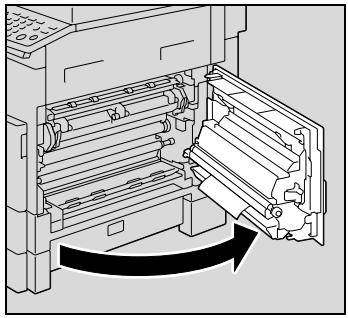


Clearing a paper misfeed in the multi bypass tray (optional)

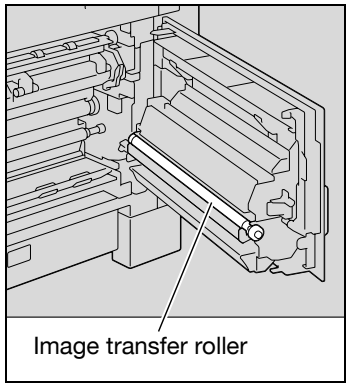
1 Remove all paper from the multi bypass tray.



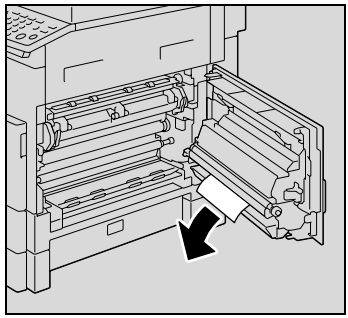
2 Open the right-side door of the machine.



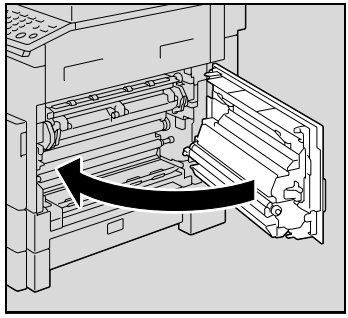
– Decreased copy quality may result if the surface of the image transfer roller is touched. Be careful not to touch the surface of the image transfer roller.



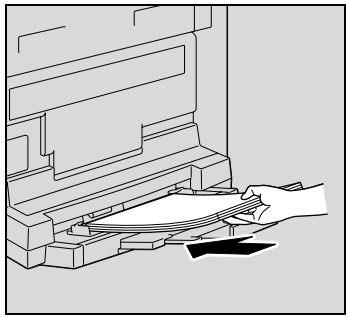
3 Slowly pull out the paper.



4 Close the right-side door of the machine.



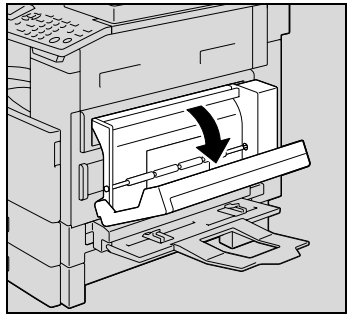
5 Reload paper into the multi bypass tray.



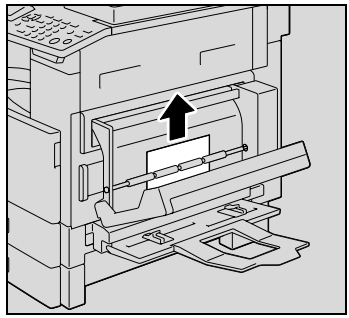
Clearing a paper misfeed in the duplex unit (option for ineo 213 only)

The optional duplex unit must be installed.

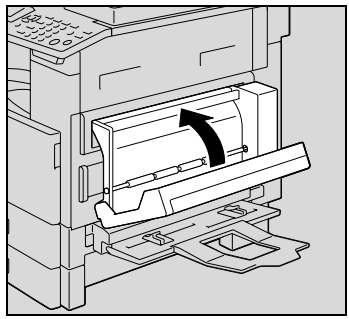
1 Open the duplex unit cover.



2 Carefully pull out any misfed paper.



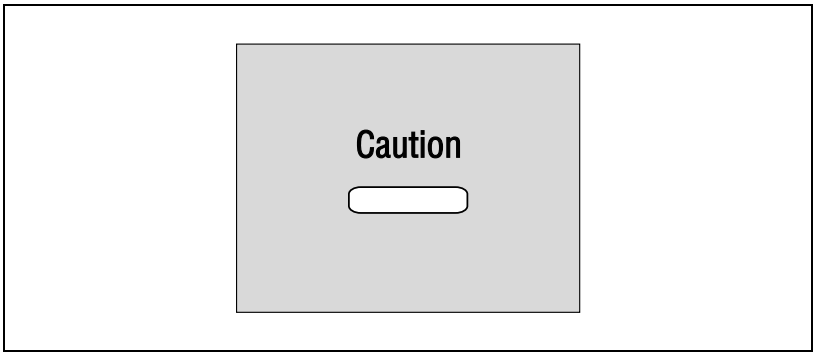
3 Close the duplex unit cover.

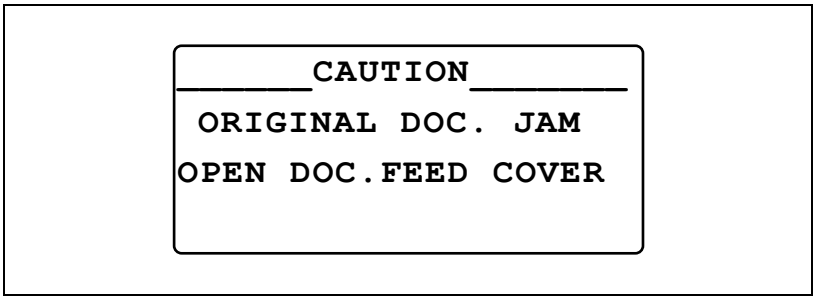


8.3 When the message "ORIGINAL DOC. JAM" appears

If the document is misfed, the following message appears and scanning of the document stops.

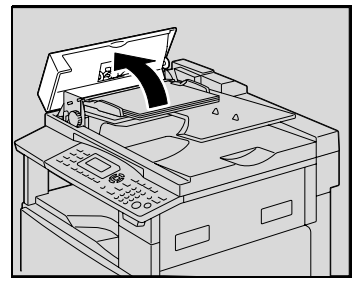
Follow the appropriate procedure described below to clear the misfed paper.



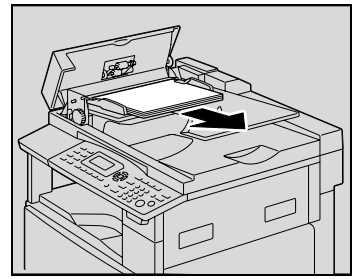


Clearing a paper misfeed in the document feeder

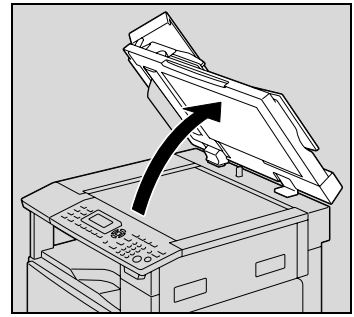
1 Open the misfeed-clearing cover.



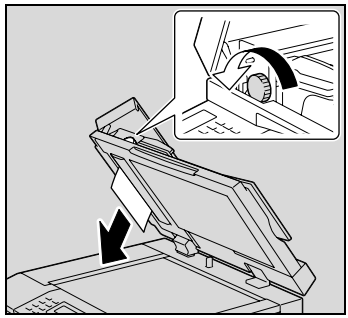
2 Remove all document pages from the document feed tray.

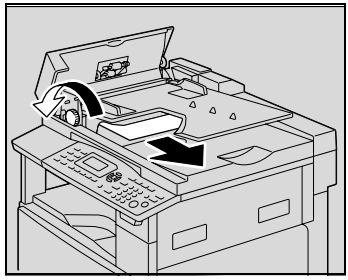


3 Lift open the document feeder.

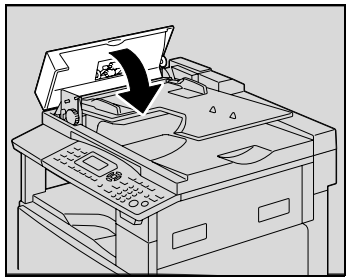


4 While turning the knob on the document feeder in the direction of the arrow, slowly pull out the document.



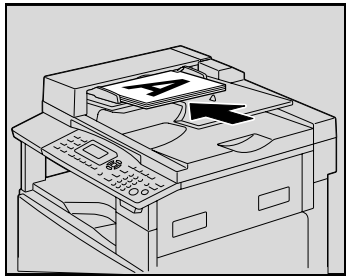


5 Close the document feeder and the misfeed-clearing cover.



6 Reload the tray with the document pages removed in step 2.

– If the message "RETURN ORIGINAL to ADF and PRESS START KEY" appears on the display, return the document pages that caused the misfeed to their original positions.



8.4 Main error messages and their remedies

Message	Cause	Remedy
PAPER JAM OPEN 1st SIDE COVER	A paper misfeed occurred in the machine.	Open the cover at the indicated location, and then remove the misfed paper. Refer to "When the message "PAPER JAM" appears" on page 8-6.
	All misfed paper was not removed from inside of the machine.	Open the cover at the indicated location, and then remove all misfed paper. Refer to "When the message "PAPER JAM" appears" on page 8-6.
ORIGINAL DOC.JAM OPEN DOC.FEED COVER	A document misfeed occurred in the document feeder. All misfed paper was not removed from the document feeder.	Open the cover at the indicated location, and then remove the misfed paper. Refer to "When the message "ORIGINAL DOC. JAM" appears" on page 8-18.
REMOVE PAPER IN BYPASS TRAY	Paper remains in the manual bypass tray.	Remove the paper from the manual bypass tray.
FRONT COVER OPEN CLOSE FRONT COVER	The front door of the machine is open or not securely closed.	Securely close the front door of the machine.
DUPLEX COVER OPEN CLOSE DUPLEX COVER	The duplex unit cover is open or not securely closed.	Securely close the duplex unit cover.
DOCUMENT COVER OPEN CLOSE DOCUMENT COVER	The document feeder is raised while a document is loaded into it.	Securely close the document feeder.
DOC.FEED COVER OPEN CLOSE DOC.FEED COVER	The misfeed-clearing cover of the document feeder is open.	Securely close the misfeed-clearing cover.
TONER EMPTY SUPPLY TONER	The toner is empty. Copying/printing cannot be performed.	Replace the toner bottle with a new one. Refer to "Replacing the toner bottle" on page 8-4.
PAPER EMPTY LOAD PAPER (#XXX)	The selected paper drawer has run out of paper. "#" indicates the paper drawer, and "XXX" indicates the paper size.	Load paper of the specified size into the specified paper drawer.
SET ORIGINAL TO ADF	A document was not loaded into the document feeder before beginning a copy function (such as, "Mixed Original" copying) that uses the document feeder. Otherwise, the document feeder is raised.	Load a document into the document feeder.
REMOVE ORIGINAL IN ADF	When interrupting a copy job to perform a different copy operation other than the "BOOK SEPARATION" function, the document for the interrupted copy job was left in the document feeder.	Remove the document from the document feeder.

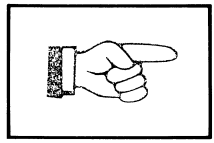
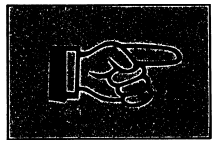
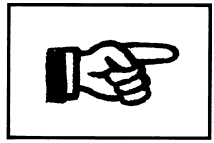
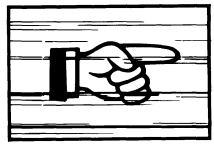
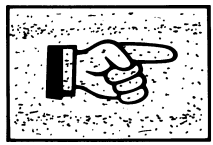
Message	Cause	Remedy
Paper Empty	(when specifying copy settings) The selected paper drawer contains no paper. "#" indicates the paper drawer, and "XXX" indicates the paper size.	Either load paper of the specified size into the specified paper drawer, or press the [Paper] key and select a different paper size.
NO SUITABLE PAPER LOAD PAPER (#XXX)	• The paper size setting for the selected paper drawer was changed while copying. • While copying with the "Mixed Original" setting and the "AUTO" Paper setting selected, paper of a suitable size cannot be found. "#" indicates the paper drawer, and "XXX" indicates the paper size.	Either load paper of the specified size, or press the [Paper] key and select a different paper size.
APS SIZE ERROR (#XXX)	While copying with the "AUTO" Paper setting selected, paper of a suitable size cannot be found.	Either load paper of a suitable size, or press the [Paper] key and select a different paper size.
AMS SIZE ERROR	While copying with the "AUTO" Zoom setting selected, the combination of the document and paper sizes caused the zoom ratio to exceed the range between 25% and 400%.	Either load paper of a suitable size, or press the [Zoom] key and select a different zoom ratio.
PAPER SIZE ERROR RESET PAPER (#XXX)	The paper loaded in the paper drawer caused a size error. "#" indicates the paper drawer, and "XXX" indicates the paper size.	For a paper feed unit, remove the loaded paper, and then reload the paper according to the procedure described in "Loading paper" on page 4-9. For paper of a non-standard size, refer to "Copying onto label sheets" on page 5-38. For a bypass tray, remove the loaded paper, and then reload the paper according to the procedure described in "Loading plain paper into the bypass tray" on page 5-18. For paper of a non-standard size, refer to"Copying onto manually fed paper (manual bypass tray)" on page 5-28.
MEMORY FULL (PRESS ANY KEY)	The size of the data for the scanned image has exceeded the capacity of the memory.	Press any control panel key, or turn the machine off, then on again. (The scan data should be cleared from the memory.)
MEMORY FULL ADMIN STRATOR (PRESS ANY KEY)	The image data received from the computer has exceeded the capacity of the memory.	Press any control panel key, or turn the machine off, then on again. (The received image data should be cleared from the memory.)

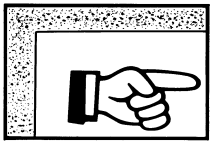
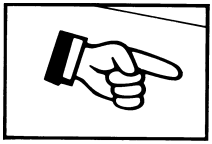
Message	Cause	Remedy
UPPER TRAY FULL REMOVE PAPER (PRESS ANY KEY)	If the optional job separator is installed and the paper in the upper output tray has reached the maximum capacity, copying/printing cannot continue.	Remove all paper from the upper output tray of the job separator.
TRAY MOVEMENT ERROR (PRESS ANY KEY)	The optional job separator is installed and the paper in either the upper output tray or the lower output tray of the job separator has reached the maximum capacity when the machine is turned on or when copying/printing begins.	Remove all paper from the upper output tray and lower output tray of the job separator, and then press any control panel key.
MAINTENANCE CALL (M1)	A maintenance is due.	Contact your service representative.
MAINTENANCE CALL (M2)	The PC drum unit should be replaced.	Contact your service representative.
SET PLUG-IN COUNTER	A counter key is not inserted.	Insert the counter key.
MACHINE TROUBLE SERVICE CALL (C####)	Some problem occurred in the machine.	Turn the machine off, then on again. If the error is still displayed, contact your service representative.

9 Troubleshooting

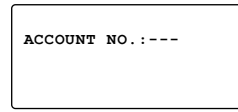
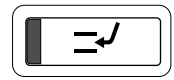
9 Troubleshooting

9.1 When incorrect copies are produced

Symptom	Possible Cause	Remedy
The copy is too light. 	Is the copy density set too light?	Press the [Density] key and select the desired copy density. (See page 5-62.)
	Is the paper damp?	Replace the paper with new paper. (See page 4-9.)
The copy is too dark. 	Is the copy density set too dark?	Press the [Density] key and select the desired copy density. (See page 5-9.)
	Was the document not pressed close enough against the original glass?	Position the document so that it is pressed closely against the original glass. (See page 4-19.)
The copy is blurry. 	Is the paper damp?	Replace the paper with new paper. (See page 4-9.)
	Was the document not pressed close enough against the original glass?	Position the document so that it is pressed closely against the original glass. (See page 4-19.)
There are streaks in the copy. 	Is the original glass dirty?	Wipe the glass with a soft, dry cloth. (See page 10-8.)
	Is the document pad dirty?	Clean the document pad with a soft cloth dampened with a mild detergent. (See page 10-9.)
	Was the original document printed on highly translucent material, such as diazo photosensitive paper or overhead projector transparencies?	Place a blank sheet of paper on top of the document. (See page 4-20.)
There are dark specks or spots throughout the copy. 	Is a double-sided document being copied?	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Press the [Density] key, and then select a lighter density setting. (See page 5-9.)
	The PC drum unit has reached the end of its service life.	Contact your service representative.

Symptom	Possible Cause	Remedy
The edge of the copy is dirty. 	Is the document pad dirty?	Clean the document pad with a soft cloth dampened with a mild detergent. (See page 10-9.)
	Was the selected paper size larger than the document? (when copying at full size)	Select a paper size that is the same size as the document. (See page 5-13.) Otherwise, select the "AUTO" Zoom setting to enlarge the copy to the selected paper size. (See page 5-54.)
	Are the document size and paper orientation different? (when copying at full size)	Select a paper size that is the same size as the document. Otherwise, select a paper orientation that is the same as that of the document.
	Was the copy reduced to a size smaller than the paper? (when copying at a reduced size specified manually)	Select a zoom ratio that adjusts the document size to the selected paper size. (See page 5-55.) Otherwise, select the "AUTO" Zoom setting to reduce the copy to the selected paper size. (See page 5-54.)
The image is not aligned properly on the paper. 	Is the document incorrectly positioned?	Correctly position the document against the document scales. (See page 4-19.) If the document feeder is installed, correctly adjust the document guides for the size of the document. (See page 4-18.)
	Is the document incorrectly positioned in the document feeder?	Lift open the document feeder, and correctly position the document against the document scales. (See page 4-19.)
	Are the adjustable document guides incorrectly positioned against the edges of the document?	Slide the document guides against the edges of the document.
	Was curled paper loaded into the paper drawer?	Flatten the paper before loading it into the paper drawer.

9.2 When the machine is not operating correctly

Symptom	Possible Cause	Remedy
Nothing appears on the display.	Is only the indicator on the [Start] key lit up in green?	The machine has entered Power Save mode. Press any key in the control panel to cancel Power Save mode. (See page 3-21.)
	Was the auto shut-off operation performed?	Set the power switch to "O". (See page 3-19.)
The indicator on the [Start] key does not light up.	Was the account number entered? 	Enter the account number according to the procedure described in "Entering the account number" on page 6-34.
Even though the [Start] key is pressed, no copies are made.	Is the "Error" indicator on the control panel lit?	Follow the instructions in any messages that appear on the display.
	The machine is still warming up after just being turned on.	ineo 163 takes about 30 seconds and ineo 213 takes about 15 seconds to warm up after they are turned on. Wait until the machine has finished warming up.
The machine does not enter Copy mode.	Is the indicator on the [Interrupt] key lit? 	Press the [Interrupt] key to cancel Interrupt mode. (See page 5-65.)
The machine cannot be turned on.	Has the power supply cord been unplugged from the electrical outlet?	Plug the power supply cord into the electrical outlet.
	Has the breaker for the electrical circuit been tripped?	Close the breaker for the electrical circuit.

10 Appendix

10 Appendix

10.1 Specifications

Main unit (ineo 163/213)

Specification	ineo 163	ineo 213
Type	Desktop	
Platen	Stationary	
Photoconductor	OPC	
Copying system	Electro photographic printing system	
Developing system	HMT method	
Fusing system	Heat-roller-fixing system	
Resolution	600 dpi 600 dpi	
Document	• Types: Sheets, books, and other three-dimensional objects • Size: Maximum A3, Ledger (11" 17") • Weight: 3 kg	
Paper types	• Plain paper (60 g/m^2 to 90 g/m^2), recycled paper (60 g/m^2 to 90 g/m^2), • Special paper: Thick paper (91 g/m^2 to 157 g/m^2), overhead projector transparencies, postcards, label sheets, envelopes * Special paper can only be fed through the 1st paper drawer or bypass tray.	
Copy sizes	1st paper drawer: Metric sizes: A3, B4, A4/, B5/, A5/, FLS-L (210 330) Inch sizes: Ledger (11 17), 11 14, Legal (8-1/2 14), Letter/ (8-1/2 11/), Invoice/ (5-1/2 8-1/2/) Custom size: 90 mm to 297 mm wide; 140 mm to 432 mm long Bypass tray: A3, B4, A4/, B5/, A5/ (Width: 90 mm to 297 mm; Length: 140 mm to 432 mm)	
Paper capacity	1st paper drawer: • Plain paper/recycled paper: 250 sheets • Special paper (thick paper, overhead projector transparencies, postcards, label sheets): 20 sheets • Envelopes: 10 Bypass tray: • Plain paper/recycled paper/special paper: 1 sheet	
Warm-up time	Less than 30 seconds (at room temperature (23 °C))	Less than 15 seconds (at room temperature (23 °C))

Specification	ineo 163	ineo 213
First-page print time	Less than 7 seconds (using the original glass and 1st paper drawer) Less than 11 seconds (using document feeder and 1st paper drawer)	
Copy speed (sheets/minute)	10 sheets (A3 ▭) 13 sheets (A4 ▭) 16 sheets (A4 ▯) 18 sheets (B5 ▯)	11 sheets (A3 ▭) 15 sheets (A4 ▭) 21 sheets (A4 ▯) 23 sheets (B5 ▯)
Magnification ratios	• Full size: 100% • Enlarge: 115%, 141%, 200%, 400% • Reduce: 81%, 70%, 50%, 25% • Zoom: 25% to 400% (in 1% increments)	
Multiple copies	1 to 99	
Density control	Automatic and manual density adjustment (9 levels)	
Image loss	Leading edge: 4 mm; Trailing edge: 4 mm; Rear edge: 4 mm; Front edge: 4 mm	
Power requirements	AC 220 to 240 V, 4.5 A	AC 220 to 240 V, 5.7 A
Power consumption	AC 230 V, 1050 W	AC 230 V, 1250 W
Dimensions	599 mm (width) 620 mm (depth) 487 mm (height)	
Weight	38 kg	
Standard memory	Copier: Standard 32 MB (A maximum of 160 MB can be installed.)	

Automatic duplex unit AD-504

Specification	
Paper types	Plain paper (60 g/m^2 to 90 g/m^2), recycled paper (60 g/m^2 to 90 g/m^2)
Paper sizes	A3 ▭, A4 ▭/▯, A5 ▭/▯, B4 ▭, B5 ▭/▯, FLS ▭, Ledger ▭, Legal ▭, Letter ▭/▯, Invoice ▭/▯
Power requirements	Supplied from main unit
Power consumption	Less than 9 W
Dimensions	412 mm (width) 88 mm (depth) 215 mm (height)
Weight	1.4 kg

Reverse automatic document feeder DF-605

Specification	
Document feed methods	• Standard method: Single-sided documents and double-sided documents • Mixed document sizes: Single-sided documents and double-sided documents
Document types	• Standard method: Plain paper Single-sided: 35 g/m^2 to 128 g/m^2 Double-sided: 50 g/m^2 to 128 g/m^2 • Mixed document sizes: Plain paper (50 g/m^2 to 128 g/m^2)
Document sizes	• Standard method: A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, B6 ▭ • Mixed document sizes: Refer to the table below.
Document loading capacity	Maximum 80 sheets (80 g/m^2)
Power consumption	Less than 48 W
Dimensions	582 mm (width) 558 mm (depth) 145 mm (height)
Weight	Less than 9.4 kg

Mixed width document sizes (DF-605)

Maximum document width		297 mm		257 mm		210 mm		182 mm	148 mm
Mixed width document detection		A3 ▭	A4 ▯	B4 ▭	B5 ▯	A4 ▭	A5 ▯	B5 ▭	A5 ▭
297 mm	A3 ▭	○	○	—	—	—	—	—	—
	A4 ▯	○	○	—	—	—	—	—	—
257 mm	B4 ▭	○	○	○	○	—	—	—	—
	B5 ▯	○	○	○	○	—	—	—	—
210 mm	A4 ▭	○	○	○	○	○	○	—	—
	A5 ▯	○	○	○	○	○	○	—	—
182 mm	B5 ▭	—	—	○	○	○	○	○	—
148 mm	A5 ▭	—	—	—	—	—	—	○	○

* ○: Copying possible —: Copying not possible

Automatic document feeder DF-502

Specification	
Document feed methods	• Standard method: Single-sided documents • Mixed document sizes: Single-sided documents
Document types	• Standard method: Plain paper (50 g/m^2 to 110 g/m^2) • Mixed document sizes: Plain paper (60 g/m^2 to 90 g/m^2)
Document sizes	• Standard method: A3 ◪, B4 ◪, A4 ◪/▯, B5 ◪/▯, A5 ◪/▯ • Mixed document sizes: Combinations of A3 ◪ and A4 ▯, B4 ◪ and B5 ▯
Document loading capacity	Maximum 50 sheets (80 /m^2)
Power consumption	Less than 36 W
Dimensions	598 mm (width) ▭ 483 mm (depth) ▭ 102 mm (height)
Weight	6.3 kg

Paper feed unit PF-502

Specification	
Paper types	Plain paper (60 g/m^2 to 90 g/m^2), recycled paper (60 g/m^2 to 90 g/m^2)
Paper sizes	• Metric sizes: A3 ◪, B4 ◪, A4 ◪/▯, B5 ◪/▯, A5 ▯ • Inch sizes: Ledger ◪ (11 ▭ 17 ◪), 11 ▭ 14 ◪, Legal ◪ (8-1/2 ▭ 14 ◪), Letter ◪/▯ (8-1/2 ▭ 11 ◪/▯), Invoice ▯ (5-1/2 ▭ 8-1/2 ▯)
Drawer paper capacity	250 sheets
Power consumption	9 W or less
Dimensions	590 mm (width) ▭ 558 mm (depth) ▭ 108 mm (height)
Weight	5.5 kg

Shift tray SF-501

Specification	
Shifting amount	28 mm
Paper capacity	250 sheets
Power consumption	Less than 63 W

Job separator JS-503

Specification	
Paper types	• Plain paper (60 g/m^2 to 90 g/m^2), recycled paper • Special paper: Thick paper (91 g/m^2 to 157 g/m^2), overhead projector transparencies, postcards, label sheets, envelopes
Paper capacity	Upper output tray • Plain paper/recycled paper: 100 A4-size sheets, 50 sheets of sizes other than A4 (up to 22 mm high) • Special paper: 10 sheets Lower output tray • Plain paper/recycled paper: 150 A4-size sheets, 75 sheets of sizes other than A4 • Special paper: 20 sheets
Power consumption	24 W or less

Multi bypass tray MB-501

Specification	
Paper types	• Plain paper (60 g/m^2 to 90 g/m^2), recycled paper (60 g/m^2 to 90 g/m^2) • Special paper: Thick paper (91 g/m^2 to 157 g/m^2), overhead projector transparencies, postcards, label sheets, envelopes
Paper sizes	A3 ▭, B4 ▭, A4 ▭/▯, B5 ▭/▯, A5 ▭/▯, postcards (Width: 90 mm to 297 mm; Length: 140 mm to 432 mm)
Paper capacity	• Plain paper/recycled paper: 100 sheets • Special paper (thick paper, overhead projector transparencies, postcards, label sheets): 20 sheets • Envelopes: 10
Power consumption	9 W or less
Dimensions	439 mm (width) ▭ 435 mm (depth) ▭ 137 mm (height)
Weight	3.1 kg

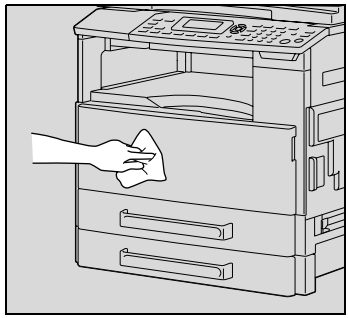
10.2 Care of the machine

This section describes the procedures for cleaning each part.

Reminder
Turn off the machine before cleaning it.

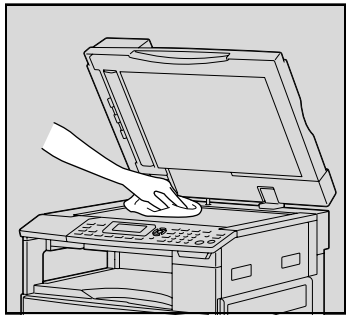
Housing

Clean the surface of the housing by wiping it with a soft cloth dampened with a mild household detergent.



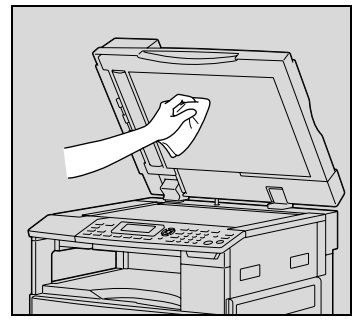
Original glass

Clean the original glass by wiping it with a soft, dry cloth.



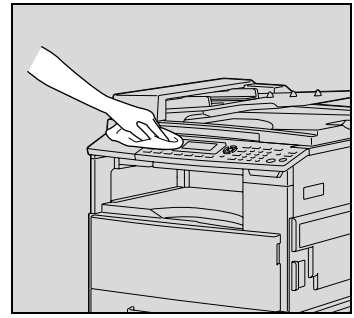
Document pad

Clean the surface of the document pad by wiping it with a soft cloth dampened with alcohol.



Control panel

Clean the control panel by wiping it with a soft, dry cloth.



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Reminder

Incorrectly cleaning the control panel keys may damage them. Never use a mild household detergent or glass cleaner to clean the control panel.

10.3 Function combination matrix

Function combination matrix for ineo 163

Mode B: Set second / Mode A: Set first		Paper Source				Copy Quantity	Zoom Ratio				Quality		
		APS	Manual Paper Selection (1st-5th cassette)	Manual Paper Selection (Single Bypass Tray) Paper set	Manual Paper Selection (Multiple Bypass Tray) Paper set		AMS	Fixed Zoom Ratio	Zoom Up Down Ratio	Anamorphous Zoom Ratio	Text/photo	Text	Photo
Paper Source	APS	◗	▭	▭	▭	o	▭	o	o	▭	o	o	o
	Manual Paper Selection (1st-5th cassette)	▭	◗	▭	▭	○	○	○	○	○	○	○	○
	Manual Paper Selection (Single Bypass Tray) Paper set	–	–	◗	◗	–	○ (1)	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper set	▭	▭	◗	◗	○	○	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper empty	▭	▭	◗	◗	○	○	○	○	○	○	○	○
Copy Quantity		○	○	▭	○	◗	○	○	○	○	○	○	○
Zoom Ratio	AMS	▭	○	○	○	○	◗	▭	▭	▭	○	○	○
	Fixed Zoom Ratio	○	○	○	○	○	▭	◗	▭	▭	○	○	○
	Zoom Up Down Ratio	○	○	○	○	○	▭	▭	◗	▭	○	○	○
	Anamorphous Zoom Ratio	▭	○	○	○	○	▭	▭	▭	◗	○	○	○
Qualtiy	Text/photo	○	○	○	○	○	○	○	○	○	◗	▭	▭
	Text	○	○	○	○	○	○	○	○	○	▭	◗	▭
	Photo	○	○	○	○	○	○	○	○	○	▭	▭	◗
Density	Auto Density	○	○	○	○	○	○	○	○	○	○	○	▭ (4)
	Manual Density	○	○	○	○	○	○	○	○	○	○	○	○
Mixed Document		○	○	▭	○	○	▭	○	○	▭	○	○	○
Book Separation		▭	○	▭	○	○	▭	○	○	○	○	○	○
N in 1	2in1 Copy	○	○	▭	○	○	○	○	○	▭	○	○	○
	4in1 Copy	○	○	▭	○	○	○	○	○	▭	○	○	○
Margin Copy		○	○	○	○	○	○	○	○	○	○	○	○
Erase	Left	○	○	○	○	○	○	○	○	○	○	○	○
	Upper	○	○	○	○	○	○	○	○	○	○	○	○
	Frame	○	○	○	○	○	○	○	○	○	○	○	○
	Center	▭	○	▭	○	○	◗	○	○	○	○	○	○
	Frame + Center	▭	○	▭	○	○	◗	○	○	○	○	○	○

Mode B: Set second / Mode A: Set first		Paper Source				Copy Quantity	Zoom Ratio				Quality		
		APS	Manual Paper Selection (1st-5th cassette)	Manual Paper Selection (Single Bypass Tray) Paper set	Manual Paper Selection (Multiple Bypass Tray) Paper set		AMS	Fixed Zoom Ratio	Zoom Up Down Ratio	Anamorphous Zoom Ratio	Text/photo	Text	Photo
Finishing	Non-sort Copy	○	○	○	○	○	○	○	○	○	○	○	○
	Sort Copy	○	○	▤	○	○	○	○	○	○	○	○	○
	Group Copy	○	○	▤	○	○	○	○	○	○	○	○	○
White/Black Reversal		○	○	○	○	○	○	○	○	○	○	○	○
Interrupt		○	○	○	○	○	○	○	○	○	○	○	○

Mode B: Set second / Mode A: Set first		Density		Mixed Document	Book Separation	N in 1		Margin Copy	Erase					Finishing			White/Black Reversal
		Auto Density	Manual Density			2in 1 Copy	4in 1 Copy		Left	Upper	Frame	Center	Frame + Center	Non-sort Copy	Sort Copy	Group Copy	
Paper Source	APS	○	○	○	▭	○	○	○	○	○	○	◗	◗	○	○	○	○
	Manual Paper Selection (1st-5th cassette)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Manual Paper Selection (Single Bypass Tray) Paper set	○	○	–	–	–	–	○	○	○	○	◗	◗	○	–	–	○
	Manual Paper Selection (Multiple Bypass Tray) Paper set	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper empty	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Copy Quantity		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Zoom Ratio	AMS	○	○	▭	▭	▭	▭	○	○	○	○	◗	◗	○	○	○	○
	Fixed Zoom Ratio	○	○	○	○	▭	▭	○	○	○	○	○	○	○	○	○	○
	Zoom Up Down Ratio	○	○	○	○	▭	▭	○	○	○	○	○	○	○	○	○	○
	Anamorphous Zoom Ratio	○	○	▭	○	▭	▭	○	○	○	○	○	○	○	○	○	○
Quality	Text/photo	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Photo	◗	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Density	Auto Density	◗	▭	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Manual Density	▭ (3)	◗	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Mixed Document		○	○	◗	▭	▭	▭	○	○	○	○	◗	◗	○	○	○	○
Book Separation		○	○	▭	◗	▭	▭	○	◗	◗	○	○	○	○ (2)	○ (2)	○ (2)	○
N in 1	2in1 Copy	○	○	▭	▭	◗	▭	▭	▭	▭	▭	◗	◗	○	○	○	○
	4in1 Copy	○	○	▭	▭	▭	◗	▭	▭	▭	▭	◗	◗	○	○	○	○
Margin Copy		○	○	○	○	▭	▭	◗	○	○	○	○	○	○	○	○	○
Erase	Left	○	○	○	▭	▭	▭	○	◗	▭	▭	◗	◗	○	○	○	○
	Upper	○	○	○	▭	▭	▭	○	▭	◗	▭	◗	◗	○	○	○	○
	Frame	○	○	○	○	▭	▭	○	▭	▭	◗	▭	▭	○	○	○	○
	Center	○	○	▭	◗	▭	▭	○	◗	◗	▭	◗	▭	○	○	○	○
	Frame + Center	○	○	▭	◗	▭	▭	○	◗	◗	▭	▭		○	○	○	○
Finishing	Non-sort Copy	○	○	○	○ (2)	○	○	○	○	○	○	○	○	◗	▭	▭	○
	Sort Copy	○	○	○	○ (2)	○	○	○	○	○	○	○	○	▭	◗	▭	○
	Group Copy	○	○	○	○ (2)	○	○	○	○	○	○	○	○	▭	▭	◗	○
White/Black Reversal		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	◗
Interrupt		○	○	○	○	○	○	○	○	○	○	○	○	○	–	–	○

Function combination matrix for ineo 213

Mode B: Set second / Mode A: Set first		Paper Source				Copy Quantity	Zoom Ratio				Quality		
		APS	Manual Paper Selection (1st-5th cassette)	Manual Paper Selection (Single Bypass Tray) Paper set	Manual Paper Selection (Multiple Bypass Tray) Paper set		AMS	Fixed Zoom Ratio	Zoom Up Down Ratio	Anamorphous Zoom Ratio	Text/photo	Text	Photo
Paper Source	APS	◗	▭	▭	▭	○	▭	○	○	▭	○	○	○
	Manual Paper Selection (1st-5th cassette)	▭	◗	▭	▭	○	○ (1)	○	○	○	○	○	○
	Manual Paper Selection (Single Bypass Tray) Paper set	–	–	◗	◗	–	○	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper set	▭	▭	◗	◗	○	○	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper empty	▭	▭	◗	◗	○	○	○	○	○	○	○	○
Copy Quantity		○	○	▭	○	◗	○	○	○	○	○	○	○
Zoom Ratio	AMS	▭	○	○	○	○	◗	▭	▭	▭	○	○	○
	Fixed Zoom Ratio	○	○	○	○	○	▭	◗	▭	▭	○	○	○
	Zoom Up Down Ratio	○	○	○	○	○	▭	▭	◗	▭	○	○	○
	Anamorphous Zoom Ratio	▭	○	○	○	○	▭	▭	▭	◗	○	○	○
Quality	Text/photo	○	○	○	○	○	○	○	○	○	◗	▭	▭
	Text	○	○	○	○	○	○	○	○	○	▭	◗	▭
	Photo	○	○	○	○	○	○	○	○	○	▭	▭	◗
Density	Auto Density	○	○	○	○	○	○	○	○	○	○	○	▭ (4)
	Manual Density	○	○	○	○	○	○	○	○	○	○	○	○
Simplex/Duplex	1 Side -> 1 Side	○	○	○	○	○	○	○	○	○	○	○	○
	1 Side -> 2 Side	○	○	▭	○	○	○	○	○	○	○	○	○
	2 Side -> 1 Side	○	○	▭	○	○	○	○	○	○	○	○	○
	2 Side -> 2 Side	○	○	▭	○	○	○	○	○	○	○	○	○

Mode B: Set second / Mode A: Set first		Paper Source				Copy Quantity	Zoom Ratio				Quality		
		APS	Manual Paper Selection (1st-5th cassette)	Manual Paper Selection (Single Bypass Tray) Paper set	Manual Paper Selection (Multiple Bypass Tray) Paper set		AMS	Fixed Zoom Ratio	Zoom Up Down Ratio	Anamorphous Zoom Ratio	Text/photo	Text	Photo
Mixed Document		○	○	▭	○	○	○	▭	○	○	▭	○	○
Book Separation		▭	○	▭	○	○	▭	○	○	○	○	○	○
N in 1	2in1 Copy	○	○	▭	○	○	○	○	○	▭	○	○	○
N in 1	4in1 Copy	○	○	▭	○	○	○	○	○	▭	○	○	○
Margin Copy		○	○	○	○	○	○	○	○	○	○	○	○
Erase	Left	○	○	○	○	○	○	○	○	○	○	○	○
Erase	Upper	○	○	○	○	○	○	○	○	○	○	○	○
Erase	Frame	○	○	○	○	○	○	○	○	○	○	○	○
Erase	Center	▭	○	▭	○	○	○	◗	○	○	○	○	○
Erase	Frame + Center	▭	○	▭	○	○	○	◗	○	○	○	○	○
Finishing	Non-sort Copy	○	○	○	○	○	○	○	○	○	○	○	○
Finishing	Sort Copy	○	○	▭	○	○	○	○	○	○	○	○	○
Finishing	Group Copy	○	○	▭	○	○	○	○	○	○	○	○	○
White/Black Reversal		○	○	○	○	○	○	○	○	○	○	○	○
Interrupt		○	○	○	○	○	○	○	○	○	○	○	○

Mode B: Set second / Mode A: Set first		Density		Simplex/ Duplex				Mixed Document	Book Separation	N in 1		Margin Copy
		Auto Density	Manual Density	1 Side -> 1 Side	1 Side -> 2 Side	2 Side -> 1 Side	2 Side -> 2 Side			2in 1 Copy	4in 1 Copy	
Paper Source	APS	○	○	○	○	○	○	○	▭	○	○	○
	Manual Paper Selection (1st-5th cassette)	○	○	○	○	○	○	○	○	▭	◗	○
	Manual Paper Selection (Single Bypass Tray) Paper set	○	○	–	–	–	–	–	–	–	–	–
	Manual Paper Selection (Multiple Bypass Tray) Paper set	○	○	○	○	○	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper empty	○	○	○	○	○	○	○	○	○	○	○
Copy Quantity		○	○	○	○	○	○	○	○	○	○	○
Zoom Ratio	AMS	○	○	○	○	○	○	▭	▭	▭	▭	○
	Fixed Zoom Ratio	○	○	○	○	○	○	○	○	▭	▭	○
	Zoom Up Down Ratio	○	○	○	○	○	○	○	○	▭	▭	○
	Anamorphous Zoom Ratio	○	○	○	○	○	○	▭	○	▭	▭	○
Quality	Text/photo	○	○	○	○	○	○	○	○	○	○	○
	Text	○	○	○	○	○	○	○	○	○	○	○
	Photo	◗	○	○	○	○	○	○	○	○	○	○
Density	Auto Density	◗	▭	○	○	○	○	○	○	○	○	○
	Manual Density	▭ (3)	◗	○	○	○	○	○	○	○	○	○
Simplex/Duplex	1 Side -> 1 Side	○	○	◗	▭	▭	▭		○	○	○	○
	1 Side -> 2 Side	○	○	▭	◗	▭	▭	▭	○	○	○	○
	2 Side -> 1 Side	○	○	▭	▭	◗	▭		▭	○	○	○
	2 Side -> 2 Side	○	○	▭	▭	▭	◗	○	○	○	○	○
Mixed Document		○	○	○	▭	○	○	◗	▭	▭	▭	○
Book Separation		○	○	○	○	▭	▭	▭	◗	▭	▭	○
N in 1	2in1 Copy	○	○	○	○	○	○	▭	▭	◗	▭	▭
	4in1 Copy	○	○	○	○	○	○	▭	▭	▭	◗	▭
Margin Copy		○	○	○	○	○	○	○	○	▭	▭	◗
Erase	Left	○	○	○	○	○	○	○	○	▭	▭	▭
	Upper	○	○	○	○	○	○	○	○	▭	▭	▭
	Frame	○	○	○	○	○	○	○	○		▭	▭
	Center	○	○	○	○	▭	▭	▭	◗	▭	▭	○
	Frame + Center	○	○	○	○	▭	▭	▭	◗	▭	▭	○
Finishing	Non-sort Copy	○	○	○	○	○	○	○	○	○ (2)	○	○
	Sort Copy	○	○	○	○	○	○	○	○	○ (2)	○	○
	Group Copy	○	○	○	○	○	○	○	○	○ (2)	○	○

Mode B: Set second / Mode A: Set first	Density		Simplex/ Duplex				Mixed Document	Book Separation	N in 1		Margin Copy
	Auto Density	Manual Density	1 Side -> 1 Side	1 Side -> 2 Side	2 Side -> 1 Side	2 Side -> 2 Side			2in 1 Copy	4in 1 Copy	
White/Black Reversal	○	○	○	○	○	○	○	○	○	○	○
Interrupt	○	○	○	○	○	○	○	○	○	○	○

Mode B: Set second / Mode A: Set first		Erase					Finishing			White/Black Reversal
		Left	Upper	Frame	Center	Frame + Center	Non-sort Copy	Sort Copy	Group Copy	
Paper Source	APS	○	○	○	◗	◗	○	○	○	○
	Manual Paper Selection (1st-5th cassette)	○	○	○			○	○	○	○
	Manual Paper Selection (Single Bypass Tray) Paper set	○	○	○	◗	◗	○	–	–	○
	Manual Paper Selection (Multiple Bypass Tray) Paper set	○	○	○	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper empty	○	○	○	○	○	○	○	○	○
Copy Quantity		○	○	○	○	○	○	○	○	○
Zoom Ratio	AMS	○	○	○	◗	◗	○	○	○	○
	Fixed Zoom Ratio	○	○	○	○	○	○	○	○	○
	Zoom Up Down Ratio	○	○	○	○	○	○	○	○	○
	Anamorphous Zoom Ratio	○	○	○	○	○	○	○	○	○
Qualtiy	Text/photo	○	○	○	○	○	○	○	○	○
	Text	○	○	○	○	○	○	○	○	○
	Photo	○	○	○	○	○	○	○	○	○
Density	Auto Density	○	○	○	○	○	○	○	○	○
	Manual Density	○	○	○	○	○	○	○	○	○
Simplex/Duplex	1 Side -> 1 Side	○	○	○	○	○	○	○	○	○
	1 Side -> 2 Side	○	○	○	○	○	○	○	○	○
	2 Side -> 1 Side	○	○	○	◗	◗	○	○	○	○
	2 Side -> 2 Side	○	○	○	◗	◗	○	○	○	○
Mixed Document		○	○	○	◗	◗	○	○	○	○
Book Separation		◗	◗				○ (2)	○ (2)	○ (2)	○
N in 1	2in1 Copy	▭	▭	▭	◗	◗	○	○	○	○
	4in1 Copy	▭	▭	▭	◗	◗	○	○	○	○
Margin Copy		○	○	○	○	○	○	○	○	○
Erase	Left	◗	▭	▭	◗	◗	○	○	○	○
	Upper	▭	◗	▭	◗	◗	○	○	○	○
	Frame	▭	▭	◗	▭	▭	○	○	○	○
	Center	◗	◗	▭	◗	▭	○	○	○	○
	Frame + Center	◗	◗	▭	▭	◗	○	○	○	○
Finishing	Non-sort Copy	○	○	○	○	○	◗	▭	▭	○
	Sort Copy	○	○	○	○	○	▭	◗	▭	○
	Group Copy	○	○	○	○	○	▭	▭	◗	○
White/Black Reversal		○	○	○	○	○	○	○	○	◗
Interrupt		○	○	○	○	○	○	–	–	○

Function combination codes

Code	Description
○	The functions can be combined.
▭	When mode B is set, mode A is canceled automatically.
–	The functions cannot be combined. Mode B cannot be set.
◗	This combination possibility does not exist during operation.
(1)	APS is skipped.
(2)	The "BOOK SEPARATION" function can be combined with "SORT"/"GROUP". However, regardless of the selected Finishing setting, the final output is the same.
(3)	If the "PHOTO" Quality setting is selected, the "AUTO" Density setting cannot be selected.
(4)	After the "PHOTO" Quality setting is selected, the Density setting changes to "MANUAL".

10.4 Paper size and zoom ratio tables

Copy paper sizes

Name (metric sizes)	Size (centimeters)	Size (inches)
A3	297 mm ▭ 420 mm	11-3/4 ▭ 16-1/2
A4	210 mm ▭ 297 mm	8-1/4 ▭ 11-3/4
A5	148 mm ▭ 210 mm	5-3/4 ▭ 8-1/4
A6	105 mm ▭ 148 mm	4-1/4 ▭ 5-3/4
B4	257 mm ▭ 364 mm	10 ▭ 14-1/4
B5	182 mm ▭ 257 mm	7-1/4 ▭ 10
B6	128 mm ▭ 182 mm	5 ▭ 7-1/4
Postcard	100 mm ▭ 148 mm	4 ▭ 5-3/4

Name (inch sizes)		Size (inches)	Size (centimeters)
LEDGER		11 ▭ 17	279 mm ▭ 432 mm
11" ▭ 14"		11 ▭ 14	279 mm ▭ 356 mm
10" ▭ 14"		10 ▭ 14	254 mm ▭ 356 mm
9-1/4" ▭ 14"		9-1/4 ▭ 14	236 mm ▭ 356 mm
LEGAL		8-1/2 ▭ 14	216 mm ▭ 356 mm
FOOLSCAP	GOVERNMENT LEGAL	8-1/2 ▭ 13	216 mm ▭ 330 mm
FOOLSCAP		8 ▭ 13	203 mm ▭ 330 mm
FOOLSCAP		8-2/3 ▭ 13	220 mm ▭ 330 mm
FOOLSCAP	FOLIO	8-1/4 ▭ 13	210 mm ▭ 330 mm
8-1/4" ▭ 11-3/4"		8-1/4 ▭ 11-3/4	210 mm ▭ 301 mm
LETTER		8-1/2 ▭ 11	216 mm ▭ 279 mm
GOVERNMENT LETTER		8 ▭ 10-1/2	203 mm ▭ 267 mm
QUARTO		8 ▭ 10	203 mm ▭ 254 mm
STATEMENT	INVOICE	5-1/2 ▭ 8-1/2	140 mm ▭ 216 mm

Copy zoom ratios

Metric sizes		
Document size	**Paper size**	**Copy zoom ratio**
A3 297 mm ▭ 420 mm (11-3/4 ▭ 16-1/2)	A4	70%
	A5	50%
	B4	86%
	B5	61%
A4 210 mm ▭ 297 mm (8-1/4 ▭ 11-3/4)	A5	70%
	A6	50%
	B5	86%
	B6	61%
	A3	141%
	B4	122%
A5 148 mm ▭ 210 mm (5-3/4 ▭ 8-1/4)	A6	70%
	B6	86%
	A4	141%
	A3	200%
	B4	173%
	B5	122%
A6 105 mm ▭ 148 mm (4-1/4 ▭ 5-3/4)	A4	200%
	A5	141%
	B5	173%
	B6	122%
B4 257 mm ▭ 364 mm (10 ▭ 14-1/4)	A4	81%
	A5	57%
	B5	70%
	B6	50%
	A3	115%
B5 182 mm ▭ 257 mm (7-1/4 ▭ 10)	A5	81%
	A6	57%
	B6	70%
	A3	163%
	A4	115%
	B4	141%

Metric sizes		
Document size	**Paper size**	**Copy zoom ratio**
B6 128 mm ▭ 182 mm (5 ▭ 7-1/4)	A6	81%
	A4	164%
	A5	115%
	B4	200%
	B5	141%

Inch sizes		
Document size	**Paper size**	**Copy zoom ratio**
11 ▭ 17 (279.4 mm ▭ 431.8 mm)	11" ▭ 14"	82%
	Legal	77%
	Foolscap	75%
	Letter	64%
	Invoice	50%
11 ▭ 15 (279.4 mm ▭ 381 mm)	11" ▭ 14"	93%
	Legal	77%
	Foolscap	75%
	Letter	73%
	Invoice	50%
11 ▭ 14 (279.4 mm ▭ 355.6 mm)	Legal	77%
	Foolscap	77%
	Letter	77%
	Invoice	50%
Legal 8-1/2 ▭ 14 (215.9 mm ▭ 355.6 mm)	Foolscap	92%
	Letter	78%
	Invoice	60%
	11" ▭ 17"	121%
Foolscap 8-1/2 ▭ 13 (215.9 mm ▭ 330.2 mm)	Letter	84%
	Invoice	65%
	11" ▭ 17"	130%
	11" ▭ 14"	107%
Letter 8-1/2 ▭ 11 (215.9 mm ▭ 279.4 mm)	Invoice	64%
	11" ▭ 17"	129%
	11" ▭ 14"	127%

Inch sizes		
Document size	**Paper size**	**Copy zoom ratio**
Invoice 5-1/2 ▭ 8-1/2 (139.7 mm ▭ 215.9 mm)	11" ▭ 17"	200%
	11" ▭ 14"	164%
	Legal	154%
	Foolscap	150%
	Letter	129%

Zoom ratio=Paper size÷Document size
1 inch = 25.4 mm
1 mm = 0.0394 inch

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